

Student Senate Club/Organization and Advisor Policy

I. A proposed Student Club/Organization Representative must apply for Club/Organization Advisor approval through the Student Senate. The Student Life Director has the right to determine if a Club/Organization needs more than one advisor and must indicate to the Senate their justifications for the decision in writing.

A. The person wishing to form a club must pick up club/organization packets from the Student Senate office. All packets must be dated and be received by the Student Senate Executive Board within 28 business days.

B. They will then, after completing the application form, submit this to the Student Life Director for approval of advisors and to be forwarded to the Student Senate for Club/Organization approval and budget authorization.

C. If more than one advisor is approved, the Student Life Director must indicate in writing how they will be compensated.

D. The Student Life Director will sign, date, and then forward the application and relevant documents to the Student Senate for final approval. Once the Student Senate makes a decision on the Club/Organization application, one of the following actions occurs.

1. If approved by the senate: The Treasurer will forward all relevant financial documents to the business office for processing no later than 48 hours of the Club/Organization being approved.

2. If unapproved by the Senate: The Treasurer will forward a letter of explanation to the advisor(s).

II. After the 28 day deadline no Club/Organization sponsorship will be approved. However, there will be a chance to apply for Club/Organization status the following semester.

III. The Student Senate under extenuating circumstances can approve, by simple majority, a Club/Organization after the 28 day deadline.

IV. All Student Club/Organization Liaisons seeking sponsorship for the 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.

V. Student Club/Organization Liaison or President:

- A. A Student Club/Organization Liaison must be approved before the Student Club/Organization becomes a recognized club or organization.
- B. 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.
- C. Three absences in a single semester will result in a 25% reduction of sponsorship for the following semester
- D. Student Clubs/Organizations may appeal for full sponsorship approval through the Student Senate. If the Student Senate has substantial reasons to approve a Club/Organization appeal, such reasons must be submitted to the Club/Organization Advisor.

VI. In order to receive funding each Club/Organization must submit the following documents for the present semester:

- A. Club/Organization Intent To Be Active Form
- B. Current Club/Organization Constitution
- C. Current roster of Club/Organization members. This form must be submitted no later than 3 school days prior to the next Student Senate meeting to be considered for that meeting.

VII. Fall Semester Student Clubs that meet all requirements in this policy may receive up to \$750.00 in Sponsorship funding. Fall Semester Student Organizations that meet all requirements may receive up to \$1,750.00 in sponsorship funding. The Student clubs and organizations must pay \$300.00 in Advisor Stipends from this sponsorship funding.

VIII. Spring Semester Student Clubs/Organizations that meet all requirements in this policy may receive up to \$750.00 in Sponsorship funding. The Student Club/Organization must pay \$300.00 in Advisor Stipends from this sponsorship funding.

IX. If no Advisor is approved then there will be no funds awarded to any club/organization.

X. A Student Club/Organization must sponsor one on campus event and participate in one Student Senate event each semester of the current school year.

XI. It is the responsibility of the Student club/organization to volunteer and schedule it with the Student Life Director or Student Senate Executive Board.

XII. The Student Club/Organization is responsible for all fees and costs incurred in all of their activities.

XIII. The Student Senate has the right at any time to request the minutes of any and all meetings of the Student Club/Organization.

XIV. The Student Senate has the right to be notified of the time, date and venue of all Club/Organization meetings and all activities and fund raising events to be sponsored by that Club/Organization

XV. The Student Senate does not provide insurance in case of accident during any Student Club/Organization activity.

XVI. All Clubs/Organizations must adhere to the Central Lakes College Business Services Manual.

XVII. Certain expenditures under Student Life funding are never allowed and include:

- Gifts or parties for club or organization members
- Tuition reimbursements
- Donations
- Alcohol

XVIII. Clubs and Organizations will sponsor their own activities or events while trying to obtain fundraising money as much as possible.

- A Club/Organization may submit a proposal to the Student Senate for additional funds to be used for an activity or event.

XIX. Any time a Club/Organization wishes to raise any amount of funds for any activity or event, a Student Clubs/Organizations Fundraising Proposal must be completed and approved.

XX. Clubs/Organizations can meet regularly during the entire academic year.

XXI. Club/Organization Student Life cost centers will only be available for the Fall and Spring semester of the academic year.

XXII. Club/Organization fundraising cost center accounts will be available for the entire academic year.

XXIII. Students traveling for Club/Organizational-related functions do so as representatives of Central Lakes College and are required to adhere to college policies.

XXIV. Only currently enrolled students may form or participate in a club or organization at Central Lakes College

XXV. 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.

XXVI. Permanent Clubs/Organizations will approve a constitution and/or bylaws.

XXVII. The Student Senate of each campus has exclusive rights to approve or deny Club or Organization constitutions and/or bylaws. Constitution and bylaws must be on file with the Student Senate.

XXVIII. Clubs/Organizations must meet a minimum of once per month and record a set of minutes at each meeting. Meetings will be held 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.

XXIX. Clubs will maintain a minimum (ten) number of active members.

XXX. Upon request, membership rosters, meeting minutes, and attendance records shall be made available to the Student Senate and/or the Director of Student Life.

XXXI. Funds collected by Clubs/Organizations shall be accounted for through a separate fundraising cost center in accordance with college policy.

XXXII. Clubs/Organizations will consist of the following officer positions:

- President
- Vice President
- Secretary
- Treasurer
- Student Senate Liason

Additional positions can be added as deemed necessary by each individual Club/Organization

XXXIII. Clubs may meet organizational status in one of two ways:

- Maintain a minimum of forty or more active members after one full semester.
- Become affiliated with and pay membership dues to a national charter organization that is directly related to your club/organization and maintain a minimum (15) number of active members.

XXXIV. The Student Senate may revoke a Club/Organization for the current semester if any of the following occurs:

- A Club/Organization submits a written request to disband
- A constitutional provision deactivates a Club/Organization as of a certain date
- Club/Organization liaisons are absent from more than three required student senate meetings in one semester.
- No record of activity exists for the previous semester

***A Club/Organization that has been revoked has the right to reapply the next upcoming semester.

XXXV. Clubs/Organizations have to renew their intent to be active and get approval from the Student Senate every Fall and Spring semester to maintain their Central Lakes College administratively approved status and receive sponsorship for each semester.