

Student Senate Club/Organization and Advisor Policy

- A. A proposed Student Club/Organization Representative must apply for club/organization Advisor approval through the Student Life Director. 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.
- i. The person wishing to form a club must pick up club/organization packets from the Senate office. All packets must be dated and be received by the Student Life Director within the 21 day deadline of the start of the semester.
 - ii. They will then, after completing the application form, submit this to the Student Life Director for approval of advisors and budget authorization.
 - iii. If more than one advisor is approved, the Student Life Director must indicate in writing how they will be compensated.
 - iv. The Student Life Director will sign, date and then forward the application and relevant documents to the Treasurer and the Senate for final approval.
 - a. If approved by the senate: The Treasurer will forward a confirmation letter to the advisor(s) and relevant financial documents to the business office for processing.
 - b. If unapproved by the Senate: The Treasurer will forward a letter of explanation to the advisor(s).
- B. After the 21 day deadline no club/organization Sponsorship will be approved. However, there will be a chance to apply for club/organization status the following semester.
- C. The Student Senate under extenuating circumstances can approve, by simple majority, a Club/organization after the 21 day deadline.

****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.****

- D. Student Club/Organization Liaison or President:
- i. A Student Club/Organization Liaison must be approved before the Student Club/Organization becomes a recognized club or organization.
 - ii. The Student Club/Organization Liaison or Club/Organization President must attend each Student Senate Assembly with the exception of two excused absences per a semester.
 - iii. Two unexcused absences in a single semester will result in suspension of the rights and privileges of the Student Club/Organization for the remainder of the current semester.
 - iv. Student Clubs may appeal through the Student Life Director for reinstatement. If the Student Life Director has substantial reasons for a Club/Organization to be reinstated, such reasons should be submitted in writing for the consideration of the Senate Executive Committee. The Executive Committee will then make a final decision on the matter within two meetings of the Senate.
- E. In order to receive funding each Club/Organization must submit a written budget for the present semester, if they intend to be active, justifying the need for funding. This proposal must be submitted no later than 7 business days after being recognized as a Club/Organization.
- F. All recognized Student Clubs/Organizations must submit their budget to the Treasurer each semester of the current academic year.
- i. Fall Semester Student Clubs that meet all requirements 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 \$250.00 in Advisor Stipends from this Sponsorship funding.
 - ii. Spring Semester Student Clubs/Organizations that meet all requirements may receive up to \$750.00 in Sponsorship funding. The Student Club/Organization must pay \$250.00 in Advisor Stipends from this Sponsorship funding.
 - iii. If no Advisor is approved then there will be no funds awarded to any club/organization.
- G. A Student Club/Organization must sponsor one on campus event or participate in one Student Senate event each semester of the current school year.
- i. It is the responsibility of the Student club/organization to volunteer and schedule it with the Student Life Director.

- H. The Student Club/Organization is responsible for all fees and costs incurred in all of their activities.
- I. The Student Senate has the right at any time to request the minutes of any and all meetings of the Student Club/Organization.
- J. 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.
- K. The Student Senate assumes no responsibility financial or otherwise, by sponsoring any Student Club/Organization.
- L. The Student Senate does not provide insurance in case of accident during any Student Club/Organization activity.