

# Student Clubs and Organizations

## Processes & Procedures



### Minnesota State Community and Technical College Student Life Offices

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## **Definitions**

### Academic Club/Organization

A Student Club or Organization that has a corresponding M State program or department. For example: Student Nursing Association or Cosmetology Club

### Social Club/Organization

A Student Club or Organization that does not have a corresponding M State program or department. For example: Anime-zing Club or Multicultural Student Association

### Temporary Recognition

Temporary Recognition is a status granted to interested clubs/organizations who have completed the proper process and are working towards Full Recognition. See procedures on the following pages.

### Full Recognition

Full Recognition is a status granted to clubs/organization that have completed and maintained the proper processes and procedures through their Office of Student Life. See procedures on the following pages.

### Student Club/Organization

A group of M State students who have formed for the purpose of meeting a shared mission and have followed the procedures and processes to receive recognition from M State SGA. The words club and organization can be used interchangeably and do not reflect a different status for the purposes of recognition at M State.

### Advisor

An M State faculty or staff member who agrees to work with the student club/organization and assist them in compliance as indicated in Expectations/Responsibilities of a Student Organization Advisor

Thank you for your interest in starting a club or organization at M State. This booklet should simplify the process and explain details you need to get started.

Remember ... any help you need is yours for the asking by stopping by the Office of Student Life on your campus.

**Student clubs and organizations at M State may be started only by currently enrolled M State students.**

There are three steps to being a fully recognized student club/organization on your M State campus:

**Step 1: Temporary Recognition**

Temporary recognition must be obtained within the first eight weeks of a semester. A student club/organization wanting recognition after the first eight weeks of a semester must wait until the following semester to request temporary recognition.

Temporary recognition enables students interested in establishing a student club or organization to recruit other students who may be interested in becoming members and to organize interested students by electing officers and developing a constitution. See all temporary recognition privileges on Page 4.

**Step 2: Full Recognition**

Full recognition enables an organization to sponsor events and activities which are appropriate to the special interests of the organization under the auspices of M State. Students clubs and organizations with full recognition are able to receive funding from the SGA on their campus. The Office of Student Life on each campus has the processes and procedures for funding. See all privileges of full recognition on Page 5.

**Step 3: Maintenance of Full Recognition Status**

Clubs and organizations at M State must maintain their recognition status by keeping information current with the Office of Student Life on their respective campus.

## STEP ONE: PROCEDURES FOR TEMPORARY RECOGNITION

To receive temporary recognition:

1. Submit the [Temporary Recognition Application](#) online form.
2. If temporary recognition is recommended by the Office of Student Life, the application will be forwarded to the Student Government Association. A representative from the new club/organization **must attend** the SGA meeting when the application is discussed.
3. Temporary recognition will be granted for a maximum of six weeks from the date the SGA approves the application.
4. Once temporary recognition has been granted, SGA will notify the student and advisor who have applied for temporary recognition no more than three business days after SGA has met.
5. Notification of temporary recognition will be sent to the following: director of student engagement, compliance officer, business services representative, campus facilities coordinator and advisor's supervisor.
6. Temporary recognition granted to a student organization will be void if the full recognition process has not been completed within six weeks of temporary recognition being granted.

### Privileges of Temporary Recognition:

1. Use of campus facilities and services for the purpose of holding meetings and forming your student club/organization.
2. Advertising privileges on campus. Please consult with the Office of Student Life on your campus for information on how you may advertise your club/organization.
3. A representative of the student club/organization is required to attend the SGA or Student Life Committee meetings as required on your campus. These meetings are held regularly and provide an opportunity for your student club/organization to update others on what you're doing and learn important information about being a successful organization.

Please note that clubs/organizations are not eligible for funding until they are in their first full semester of full recognition. The only funds that an organization may receive while in temporary status is the minimum amount required for the advisor stipend.

## **STEP TWO: PROCEDURES FOR FULL RECOGNITION**

In order to be considered for full recognition (within six weeks of being granted temporary recognition), you must submit the following online forms to the Office of Student Life on your campus.

1. List of officers with phone numbers and email addresses;
2. Expectations/Responsibilities of a Student Organization Advisor completed by an M State faculty or staff member indicating willingness to serve as the student organization advisor;
3. Responsibilities of a Student Organization to their Student Organization Advisor completed by both the president of the student organization and the student organization advisor;
4. Responsibilities of an Organization, completed by both the president of the student organization and the student organization advisor;
5. A copy of the student organization's constitution (see the sample constitution) and bylaws if adopted by the organization. If the group is affiliated with a national organization, the national's constitution and bylaws must also be submitted.
6. Notification of full recognition approval will be sent to the following: director of student engagement, compliance officer, business services representative, campus facilities coordinator and advisor's supervisor.

### **FULL RECOGNITION ORGANIZATION PRIVILEGES**

1. Use of the Minnesota State Community and Technical College name and M State moniker. Please refer to the M State Branding Guide for information on how to comply.
2. Listing of student club/organization information in the Student Handbook, on the college website and in other college publications.
3. Use of campus facilities and services to sponsor events and activities that are appropriate to the special interests of the student organization under the auspices of M State.
4. Advertising privileges on campus. Please consult with the Office of Student Life on your campus for information on how you may advertise your student club/organization.
5. A representative of the student club/organization is required to attend the SGA or Student Life Committee meetings as required on your campus. These meetings are held every other week and provide an opportunity for your student club/organization to update others on what you're doing and learn important information about being a successful organization.
6. Eligible for funding through the respective campus SGA.
7. Access to M State Business Office for bookkeeping advice and budget statements. Please note that all student club/organization accounts **MUST** be held at M State. Student clubs and organizations are not allowed to open accounts at local financial institutions/banks. Doing so is a violation of Minnesota State policy and could jeopardize the student organization's recognition status.
8. Eligibility to receive awards and honors presented to college organizations and members.

## STEP THREE: MAINTENANCE OF FULL RECOGNITION STATUS

In order to maintain full recognition, each club/organization is responsible for the following:

### Each Semester

1. Attend the SGA or Student Life Committee meetings as required on your campus. You are allowed to miss only one each semester, so it is important to ensure that someone (preferably a student member) regularly will be attending the meetings on the group's behalf.
2. Volunteer at student life events as determined by the Office of Student Life on your campus and communicated at the first Student Life Committee or SGA meeting of the semester. It is important that you arrange with your student organization members to participate.
3. Keep the following paperwork updated with the Office of Student Life on your campus. These must be submitted each semester or any time there are changes. If your organization/club does not have changes from Fall to Spring Semester, please let the Office of Student Life know via email.
  - List of current officers (full name, email address, student ID if an M State student) - ONLINE FORM
  - Student Organization Code of Conduct online form completed by each member
  - Acknowledgement of Requirements to Receive SGA Funding (this is specific to your campus)

### Each Fall (or any time the president and/or advisor changes):

1. Submit a list of officers with phone numbers and email addresses—Online Form
2. Submit a copy of the Expectations/Responsibilities of a Student Organization Advisor completed by an M State faculty or staff member indicating willingness to serve as the student organization advisor.
3. Submit the Responsibilities of a Student Organization to their Student Organization Advisor completed by both the president of the student organization and the student organization advisor.
4. Submit the Responsibilities of an Organization completed by both the president of the student organization and the advisor.
5. Submit a copy of the student organization's constitution (see the sample constitution) and bylaws if adopted by the organization. If the group is affiliated with a national organization, the national's constitution and bylaws also must be submitted.
6. Assure that the constitution and bylaws have been reviewed and approved by the student club/organization in the past three years. If not, please review and submit updated versions.

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2. Listing of student club/organization information in the Student Handbook, on the college website and in other college publications.
3. Use of campus facilities and services to sponsor events and activities that are appropriate to the special interests of the student organization under the auspices of M State.
4. Advertising privileges on campus. Please consult with the Office of Student Life on your campus for information on how you may advertise your student club/organization.
5. A representative of the student club/organization is required to attend the SGA or Student Life Committee meetings as required on your campus. These meetings are held regularly and provide an opportunity for your student club/organization to update others on what you're doing and learn important information about being a successful organization.
6. Eligible for funding through the respective campus SGA.
7. Access to M State Business Office for bookkeeping advice and budget statements. Please note that all student club/organization accounts **MUST** be held at M State. Student clubs and organizations are not allowed to open accounts at local financial institutions/banks. Doing so is a violation of Minnesota State policy and could jeopardize the student organization's recognition status.
8. Eligible to receive awards and honors presented to college organizations and members.



## TEMPORARY RECOGNITION APPLICATION

Name of Proposed Student Club/Organization: \_\_\_\_\_

Date of Application: \_\_\_\_\_

M State Student Applying for Temporary Recognition:

Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

M State Faculty/Staff Willing to Serve as Advisor:

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature of Advisor's Supervisor: \_\_\_\_\_

Purpose of Student Club/Organization: \_\_\_\_\_

How will the Student Club/Organization support the College's Mission, Vision and/or Values? \_\_\_\_\_

**Temporary Recognition recommended by Director of Student Engagement/Student Life Director**

\_\_\_\_\_  
Office of Student Life Date

**Temporary Recognition granted by Student Government**

\_\_\_\_\_  
President, Student Government Association Date

**Temporary Recognition Expires:** \_\_\_\_\_

*This form should be completed online. Please DO NOT hand in a hard copy form.*





## EXPECTATIONS/RESPONSIBILITIES OF A STUDENT ORGANIZATION ADVISOR

Faculty and staff student organization advisors will receive a \$500/year stipend for their work with a recognized student organization. In order to be eligible for the stipend, the student organization advisor must meet the following expectations.

Each student organization is allowed only one (1) official student organization advisor. If additional faculty/staff choose to participate in student organization activities, they do so in an unofficial capacity and will not receive a stipend for their work.

Final decisions regarding payment of the stipend is up to the student organization advisor's supervisor and the director of student engagement.

### **A Student Organization Advisor:**

- Is a member of the M State staff or faculty;
- Should welcome new and current student organization members and student officers, and provide opportunity and guidance for individuals to gain experience in leadership and interpersonal relationships;
- Should be aware of the long-term purposes and goals of the student organization, providing long-term continuity within the group. The student organization advisor should be familiar with the group's history, including major changes in the group's program;
- Should assist in determining realistic goals for the student organization and in evaluating the student organization's progress toward those goals;
- Will work with the Office of Student Life to regularly assess the co-curricular student learning outcomes identified by the College for student leaders and assist the student organization in responding to these assessments as needed;
- Should be well-informed about all plans and activities of the group. This may be achieved through regular attendance at meetings and/or frequent consultation with student officers. It is recommended that a student organization advisor attend at least two meetings a semester and hold a minimum of one planning session with executive board members per semester;
- Should be aware of any special or emergency meetings and should attend as many of these meetings as may be necessary;
- Should act as a resource regarding M State policies and procedures;
- Should oversee financial transactions of the student organization, which may include arranging for an audit through the Business Office;
- Should assist with new officer orientation, making certain that new officers have a copy of the M State Student Handbook, club/organization constitution and/or bylaws and any other pertinent information;
- Will represent the college and the State of Minnesota when dealing with the student organization;
- In addition to the expectations laid out here, the advisor is responsible for all expectations laid forth in the student organization's constitution and bylaws, including but not limited to attendance at meetings, attending conferences, meeting with officers between regular organization meetings, etc.
- Serve as a Campus Security Authority as required by the Jeanne Clery Act of 1986.

### **The Club/Organization:**

- The student club/organization must maintain full recognition through the Office of Student Life;
- If the club officers do not feel the advisor has met these expectations, student officers have the ability to engage in a resolution process. The process begins by meeting with the student organization advisor to discuss the issue. If, after this meeting, the student organization officers are unable to resolve the conflict, they should meet with a representative of the Office of Student Life and the student organization advisor before selecting a new student organization advisor.

\_\_\_\_\_  
Student Organization President

\_\_\_\_\_  
Student Organization Advisor

\_\_\_\_\_  
Date



## RESPONSIBILITIES OF A STUDENT ORGANIZATION TO THEIR STUDENT ORGANIZATION ADVISOR

### Officers of the student organization should:

- Agree to support the policies of M state and abide by the Student Organization Code of Conduct;
- Discuss the cooperative role between the student organization advisor and the student organization, and establish reasonable expectations;
- Update the student organization advisor consistently on the happenings of the student organization, which includes invitations to activities and special events;
- Plan student organization meetings that fit the schedules of not only the students but also the student organization advisor so that the advisor may attend meetings when possible;
- Make the student organization advisor feel like a welcome member of the group and be open and honest with the student organization advisor; allow the student organization advisor the opportunity to express opinions on issues that affect the welfare of the student organization;
- In case of a conflict with the student organization advisor, student organization officers should meet with the student organization advisor to discuss the problem. If, after this meeting, the student organization officers are unable to resolve the conflict, they should meet with a representative of the Office of Student Life and the student organization advisor before selecting a new student organization advisor.

\_\_\_\_\_  
Student Organization President

\_\_\_\_\_  
Student Organization Advisor

\_\_\_\_\_  
Date



## RESPONSIBILITIES OF THE STUDENT ORGANIZATION

Organizations receiving temporary or full recognition at Minnesota State Community and Technical College must comply with the following criteria. The Office of Student Life may review these at any time with the possibility of suspension or revocation.

1. The purpose and activities of both local and affiliated organizations are lawful, and the purposes and activities of the local organization are not in conflict with the college, system office and state regulations.
2. Memberships of both local and affiliated organizations are open without regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity or gender expression. In addition, discrimination in employment based on familial status or membership or activity in a local commission as defined by law is prohibited.
3. Participating memberships shall include at least five (5) students of Minnesota State Community and Technical College. Officer positions of the organizations shall be open only to currently enrolled students at M State who are carrying the minimum of six (6) credits during each semester the student serves as an officer. Honorary membership for non-M State students is permitted as defined within the student organization's constitution and bylaws.
4. The activities of the student organization must contribute to the positive development and welfare of the student organization members. Acts which create situations not consistent with the student organization's constitution or bylaws or the policies of the college will not be permitted.
5. The student organization is responsible for regularly adjusting its events and activities to ensure it is meeting the intended purpose of the organization as indicated in their constitution and/or bylaws.
6. The student organization will work with the Office of Student Life to regularly assess the co-curricular student learning outcomes identified by the College for student leaders.
7. The organization must have a Minnesota State Community and Technical College staff or faculty member as a student organization advisor.
8. Bookkeeping and budgeting procedures are as follows:
  - Any and all funds which belong to the organization must be maintained in an account at M State. Student clubs and organizations are not allowed to open accounts at local financial institutions/banks. Doing so is a violation of Minnesota State policy and could jeopardize the student organization's recognition status.
  - For audit purposes, all organizations must have a Student Life cost center through the Business Office (even if they do not receive funding).
  - Financial statements will be provided to the Office of Student Life if requested.
  - Information concerning disbursements of funds, if the organization dissolves, must be provided for in the constitution of the organization.
7. The organization and its members must not enter into a contract on behalf of the Minnesota State system of colleges and universities (Minnesota State). Contracts for services are available through the Business Office.
8. The organization must maintain its recognition status through the Office of Student Life.

\_\_\_\_\_  
Student Organization President

\_\_\_\_\_  
Student Organization Advisor

\_\_\_\_\_  
Date



## STUDENT ORGANIZATION CODE OF CONDUCT

This Code of Conduct was established to provide a positive learning environment and is to be followed by all active student organization members. This code of conduct applies to all in person and virtual events.

- There will be no consumption of alcohol by a minor.
- There will be no illegal or excessive use of alcohol.
- There will be no use of any illegal chemical substances.
- There will be no destruction or removal of any public and/or private property. Furthermore, I agree to pay for all damages/losses incurred by my actions.
- There will not be any excessive noise and/or profanity that causes a disturbance to others during student organization and/or college-sponsored events.
- All student organization members must follow the M State Student Conduct Code (refer to your Student Handbook).
- Any witnessed violation of the Student Organization Code of Conduct needs to be reported to the student organization advisor or the Office of Student Life immediately.
- There will be no act, behavior or illegal activity that brings disgrace to the student organization or SGA of M State. (Disgraceful activities include those not following this Code of Conduct as well as the M State Student Conduct Code.)
- When attending student organization functions off campus:
  - Members are required to attend all scheduled meetings.
  - All members are expected to maintain a positive attitude and promote teamwork throughout their term, both on and off-campus.
  - Members must notify the student organization advisor or student organization president in advance of missing a meeting or function (within a reasonable time span).
  - During "free time" at conferences/meetings off campus, members are still expected to abide by this Code of Conduct.
  - I could be held responsible for reimbursing the student organization and/or SGA for any expenses incurred on any off-campus activity for which I am found in violation.

I \_\_\_\_\_ (print first and last name) acknowledge that any violation of this Code of Conduct and/or SGA bylaws will be grounds for dismissal from the student organization. I agree to abide by the Student Organization Code of Conduct of M State. I will represent my organization, the college and myself in a professional manner. I will act in a responsible manner and take part in meetings, workshops and activities.

Student Organization Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Organization President Signature: \_\_\_\_\_

Student Organization Advisor Signature: \_\_\_\_\_

Student Organization Name: \_\_\_\_\_

# SAMPLE CONSTITUTION

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The constitution of an organization provides for efficiency, clarification and continuity. Every organization has basic principles and procedural rules which the constitution merely states in writing. The following is a model of a constitution.

## **Preamble: State the purpose of the club/organization.**

Provide information on how the club/organization will support the College's Mission, Vision and/or Values.

## **Article I: Name**

## **Article II: Membership**

States that membership is open without regard to race, color, creed, religion, national origin, sex, marital status, familial status, disability, public assistance status, age, sexual orientation, local human rights commission activity or any other protected class under the Minnesota Human Right Act. (Fraternal, residential or honorary groups may define membership accordingly.)

State the requirements and size limitation, if any.

Describe various types of membership.

## **Article III: Officers**

Contain the list of officer positions and responsibilities, qualifications for office, method and time of election, and method for removal if needed.

Contain the list of advisor responsibilities and expectations as well as method for removal if needed.

## **Article IV: Executive Committee**

State the makeup of any executive committee, board or council, the method of their selection and the term of office. Provision for vacancies of offices or other executive positions may be included in a section under this article.

## **Article V: Meetings**

State the regular meeting time and provisions for calling special meetings. If meetings cannot be held regularly, authority to call meetings may be stated here.

## **Article VI: Finances**

State the provision for membership dues, if any.

**Three** statements **must be included** in this article:

- 1) All funds shall be kept in an account maintained in the Business Office at Minnesota State Community and Technical College.
- 2) Include method for payment of the advisor (if an academic club/organization, funds will come from academic funds; if a social club/organization, funds will come from the student club/organization budget).
- 3) If a student organization should fail to maintain full recognition and remain without recognition for a period of 15 months, all monies remaining within their accounts will be disbursed. If a student club/organization is tied to a program at M state that no longer exists, the 15 month waiting period will be waived. Student Life dollars shall be returned to the Student Life budget. The organization should stipulate within its constitution how fundraised monies should be disbursed. The Student Life Director on each campus will be responsible for ensuring proper disbursement when this situation occurs.

## **Article VII: Amendment**

Can require previous notification; usually a two-thirds or three-fourths affirmation vote of those present and voting, or of those present for its adoption.

## **Article VIII: Ratification**

May or may not be necessary. If more than a majority of those present is desired, a special article should be included.