

Student Clubs and Organizations

Processes & Procedures



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Definitions

Academic Club/Organization

A Student Club or Organization that has a corresponding MState 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 MState 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 MState students who have formed for the purpose of meeting a shared mission and have followed the procedures and processes to receive recognition from MState SGA. The words club and organization can be used interchangeably and do not reflect a different status for the purposes of recognition at MState.

Advisor

An MState 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

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 MState 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;

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FULL RECOGNITION ORGANIZATION PRIVILEGES

1. Use of the Minnesota State Community and Technical College name and MState moniker. Please refer to the MState Banding 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, a CE

STEP FREE MAINTENANCE OF FULL RECOGNITION STATUS

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TEMPORARY RECOGNITION APPLICATION

Name of Proposed Student Club/Organization _____

Date of Application _____

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RESPONSIBILITIES OF A STUDENT ORGANIZATION TO HER STUDENT ORGANIZATION ADVISOR

Officers of the student organization should:

Agree to support the policies of MState 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

STUDENT ORGANIZATION

SAMPLE CONSTITUTION

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

State the re

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

Article

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 a sponsanship

State the regular meeting time and provisions for calling special meetings. Meetings cannot be c ecte i