Normandale Student Life

ANNUAL REGISTRATION CHECKLIST

2014-2015

PLEASE TURN IN THE FOLLOWING TO REGISTER YOUR CLUB…

☐ Intent to be Active Application 2014-2015


☐ Club and Organization Membership Roster

☐ Student Participation in student involvement activities form
   (Participation/Waiver Form)

☐ Revised Electronic Copy of your Club’s Constitution

☐ Meet with Amanda Lilgreen or Katie Brown

If you have any questions please contact Amanda Lilgreen (Student Life
Program Coordinator) at 952-358-8848, The Zone, K 1425 or email at
amanda.lilgreen@normandale.edu
Student Senate is responsible for recognizing all student clubs at Normandale. Once recognized, clubs must annually maintain active status with the Senate.

Please contact Amanda Lilgreen, Coordinator of Student Life, if you have any questions about club activities.

**Club Contact**

Name of Club: ____________________________________________________________

Student Leader/Contact: ____________________________________________________

Mailing Address: ____________________________________________________________

City: _____________________ State: ___________________ Zip _____________

Student Contact Phone Number: ____________________________________________

Student Contact e-mail address: ____________________________________________

**Additional Club Information**

Do you have a scheduled weekly meeting time? __________ Yes _________ No

Weekly Meeting Time: ____________________________ Location: __________________________

*Please complete and return to Office of Student Life. You are not eligible to hold meetings on campus, post advertising, conduct club activities, or recruit new members until you have met with Amanda Lilgreen or Katie Brown and this form has been completed and returned to The Zone, Kopp Student Center, K 1425*

**Questions?**

Contact: Amanda Lilgreen, Student Life Program Coordinator
Email: Amanda.lilgreen@normandale.edu Phone: 952-358-8848
Section I.

Name of Group ____________________________________________________________

Number of Members _______ (Attach current Membership Roster)

Section II. Officers

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Section III. Constitution

_____ We have submitted an updated electronic copy of our constitution.

Section IV. Student Life Coordinator

I am have met with the club and they have completed the appropriate paperwork.

Student Life Staff  Signature  Date
## Club and Organization Rooster

**Club or Organization Name ______________________________ Year: FY15**

List all members of your club/org including: name, phone, student id number and email

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Waiver of Liability, Indemnification, and Release

I have voluntarily agreed to participate in the activity, sponsored by Normandale Community College, The activity consists of service at a community organization. I am aware of the risks to my person and property involved in participating in these activities. Risks associated with my participation in the activity include, but are not limited to, loss of or damage to personal property, bodily injury, or even death. All such risks are known, understood, and assumed by me.

In consideration of the College's agreement to permit me to participate in this activity, the receipt and sufficiency of which is hereby acknowledged, I agree as follows:

1) I agree to abide by the safety rules and regulations as set by the course instructor and community organization. Failure to do so will disqualify me from participation.

2) I, individually, and on behalf of my heirs, successors, assigns and personal representatives, hereby release and forever discharge the College, the State of Minnesota, and its employees, agents, officers, trustees and representatives (in their official and individual capacities) (“Releasees”) from any and all liability whatsoever for any and all damages, losses or injuries (including death) I sustain to my person or property or both, including but not limited to any claims, demands, actions, causes of action, judgments, damages, expenses and costs, including attorney fees, which arise out of, result from, occur during, or are connected in any manner with my participation in the activity whether caused by the negligence of the Releasees or otherwise; except that which is the result of gross negligence and/or wanton misconduct by the Releasees.

3) I, individually, and on behalf of my heirs, successors, assigns and personal representatives, hereby agree to indemnify defend and hold harmless the College and its employees, agents, officers, trustees and representatives (in their official and individual capacities) from any and all liability, loss, damage or expense, including attorney fees, that they or any of them incur or sustain as a result of any claims, demands, actions, causes of action, damages, judgments, costs or expenses, including attorney’s fees, which arise out of, occur during, or are in any way connected with my participation in the activity.

4) I hereby consent to receive medical treatment that may be deemed advisable in the event of injury, accident or illness during this activity or event.

I agree that this Waiver, Release and Indemnification Agreement is to be construed under the laws of the State of Minnesota, U.S.A.; and that if any portion is held invalid, the balance shall, notwithstanding, continue in full legal force and effect. I agree that this Agreement is to be construed broadly to provide a release, indemnification and waiver to the maximum extent permissible under applicable law.

I acknowledge that to participate in or hold a leadership position within this activity that I must meet established college and student group eligibility standards and further acknowledge that if I do not meet these standards that I will voluntarily resign from further involvement until I meet those standards.

In signing this document I hereby acknowledge that I have read this entire document, that I understand its terms, that I am at least eighteen (18) years of age, that by signing it I am giving up substantial legal rights I might otherwise have, and that I have signed it knowingly and voluntarily. If under 18, from must also be signed by parent or guardian print out the waiver form, have a parent or guardian sign, and return form to the Zone.

Student Name:___________________________________ Birth Date:______________________________________
Phone:__________________________________________ Signed:__________________________________________
Dated:___________________________________________ TechID:________________________________________
Signed(Parent):_________________________________ Dated:_________________________________________
Expectations & Responsibilities of a Student Group:

A Student Group receiving active status at Normandale Community College must comply with the following criteria. The Department of Student Life, the SLBC and Student Senate may review any student group, which does not adhere to these criteria, with the possibility of losing all funds and support.

- The purpose and activities of both local and affiliated organizations are lawful, and the purpose and activities of the local are not in conflict with College and State regulations.
- Membership of both local and affiliated organizations are open without regard to race, religion, national origin, sex or sexual preference, except where such discrimination is protected by State and Federal law and constitutions.
- Participating membership shall include at least six (6) students of Normandale Community College. Offices of the organization shall be open only to currently enrolled students of Normandale during the semester(s) the student serves as an officer.
- The activities of the organization must contribute to the positive development and welfare of organization members, and the organization will have direct responsibility to the student body as a whole in providing its program role. Acts, which create situations not consistent with the organization’s by-laws, rituals or policies or the policies of the college will not be permitted. Hazing of members in any form is not permitted.
- The organization must have a Normandale Community College staff or faculty member as an advisor.
- Bookkeeping and budgeting procedures are as follows:
  - Any and all funds/treasury, which belongs to the org., must be maintained at Normandale Community College.
  - The Accounting office will assign an accounting number and financial statements will be provided to Student Life.
  - Information concerning disbursements of funds, if the group dissolves, must be provided for in the group’s constitution.
  - The club/organization and its members must not enter into a contract on behalf of the Minnesota State College and Universities.
- Contracts for services are available through the Student Life Program Coordinator.

_______________________________  _____________________________  
Group’s President Signature  Print name  Date
Your constitution provides for efficiency, clarification, and continuity. Every student club has basic principles & procedural rules which the constitution merely states in writing. The following is a model for a constitution. You should review and update your organization’s constitution to suit your needs and ensure it is in compliance with requirements.

### Name of Club

**Article 1** Function
a. General statement or purpose statement  
b. Subcommittees  
c. What this committee is responsible for

**Article 2** Membership
a. Membership distribution  
b. Term of office  
c. What happens if a member is unable to continue?  
d. Removal from committee for non-participation  
e. Note taking responsibilities  
f. **Must state:** “Membership is open without regard to race, religion, or national origin, on the basis of sex, or any other protected class under the Minnesota Human Rights Act.”

**Article 3** Officers
a. What is the process of the elections?  
b. Terms of appointment  
c. Duties of chair

**Article 4** Meetings
a. Regular meetings set by chair  
b. Special meetings may be called by chair  
c. Quorum  
d. Meetings are open to everyone  
e. Notes and agendas are posted

**Article 5** Finances
States the provision for membership dues, if any.  
*Two statements must be included in this article: (1) What should happen to remaining funds from the club’s/organization’s treasury if the organization is dissolved and (2) All funds will be kept in an account maintained in the Accounting office at Normandale Community College.*  
Include: “All funds will be kept in an account maintained in the Accounting office at Normandale Community College. If the club dissolves, the remaining funds will transfer to Student Life or LEAD funds after three consecutive years of inactivity.”

**Article 6** Changing the Charge of the Committee
a. Amending the charge needs 2/3 vote  
b. Committee reviews its work annually
OUTLINE for BYLAWS for Normandale Clubs

Bylaws should contain specific information the following topics:

Membership: Selection requirements, resignations, rights and duties
Officers: specific responsibilities, qualifications for office, method and time of election
Executive Board: structure, powers, the method of their selection, and their term of office. Provision for vacancies of offices or other executive positions may be include
Committees: standing, composition, powers
Order of Business: basic agenda for meetings
Parliamentary Authority: provisions for rules of order
Amendment Procedure: means of proposal, notice required, voting requirements
Other policies and procedures which are unique to your organization.

Typically, Bylaws only require a simple majority vote for passage whereas constitutions require a 2/3 vote