Normandale Student Life

ANNUAL REGISTRATION CHECKLIST

2013-2014

PLEASE TURN IN THE FOLLOWING TO REGISTER YOUR CLUB...

☐ Intent to be Active Application 2013-2014

☐ Club and Organization Annual Review 2013-2014

☐ Club and Organization Membership Roster

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

☐ Expectations and Responsibilities of a Club & Advisor Form

☐ Revised Electronic Copy of your Club’s Constitution

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
2013-2014 STUDENT CLUB “INTENT TO BE ACTIVE” FORM

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.

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<th>Club Contact</th>
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<tr>
<td>Name of Club: ____________________________________________________________________</td>
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<td>Student Leader/Contact: ____________________________________________________________</td>
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<td>Mailing Address: __________________________________________________________________</td>
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<td>City: ___________________________ State: ______________________ Zip ________________</td>
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<td>Student Contact Phone Number: ____________________________________________________</td>
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<td>Student Contact e-mail address: ____________________________________________________</td>
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<th>Staff/Faculty Advisor Contact</th>
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<tr>
<td>Is your faculty/staff advisor willing to serve as advisor next year? _______ Yes _______ No</td>
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<td>Name of Advisor: __________________________________________________________________</td>
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<td>Advisor On-Campus Phone Number: ____________________________________________________</td>
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<td>Advisor Email: ____________________________________________________________________</td>
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<th>Additional Club Information</th>
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<td>Do you have a scheduled weekly meeting time? _______ Yes _______ No</td>
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<td>Weekly Meeting Time: ___________________________ Location: __________________________</td>
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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 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 had submitted an updated electronic copy of our constitution

I am willing to serve as the advisor for the current academic year.

Name (please print)          Signature          Date
Club and Organization Rooster

Club or Organization Name ___________________________ Year: FY14

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

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<tr>
<th>Name</th>
<th>Phone</th>
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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.

Expectations & Responsibilities of a Student Group Advisor

A Club or Organization Advisor:

- Is a full or part-time member of the Normandale Community College staff or faculty;
- Should, through regular contact with the student officers, provide opportunities and guidance for individuals to gain experience in leadership and interpersonal relationships, and their understanding of the role of the group and the student body as a whole;
- Should be aware of the long-term purpose and goals of the group, providing long-term continuity within the group. The 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 group, and in evaluating the group’s progress towards those goals.
- 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.
- 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 source of general information regarding Normandale policies and procedures;
- Should oversee financial transactions of the group, which may include arranging for an audit through the accounting office;
- Should assist with new officer orientation, making certain new officers have a copy of the handbook and any pertinent information;
- Will participate in college sponsored and/or required advisor training and activities.
Expectations & Responsibilities of the Student Group to the Advisor

Club Officers should:

- Keep the advisor informed of what is happening in the organization, both positive and negative
- Invite the advisor to activities and special events;
- Take the advisor’s schedule into consideration when arranging meetings;
- Make the advisor feel like a welcomed member of the group, and be open and honest with the advisor;
- Agree to know and support the policies of Normandale Community College;
- Extend appropriate courtesies to the advisor;
- Discuss the cooperative role between the advisor and the club, and establish reasonable expectations;
- Allow an advisor the opportunity to express opinions on issues, which affect the welfare of the organization.
- In case of a conflict with the advisor, officers should meet with the advisor to discuss the problem. If, after this meeting, the officers are unable to resolve the conflict, they must meet with the Student Life Program Coordinator and the Club Advisor before selecting a new advisor.

__________________________ ________________________ ____________
Group’s President Signature  Print name  Date

__________________________ ________________________
Group’s Advisor Signature  Print Name
Constitution Outline for Normandale Clubs

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
- General statement or purpose statement
- Subcommittees
- What this committee is responsible for

Article 2 Membership
- Membership distribution
- Term of office
- What happens if a member is unable to continue?
- Removal from committee for non-participation
- Note taking responsibilities
- 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
- What is the process of the elections?
- Terms of appointment
- Duties of chair

Article 4 Meetings
- Regular meetings set by chair
- Special meetings may be called by chair
- Quorum
- Meetings are open to everyone
- 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
- Amending the charge needs 2/3 vote
- 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*