

Club Application

To apply to be a Normandale club, please submit the following:

- **Club Application (including roster and club expectations)**
- **Participation waivers for each member (must have 8 members minimum)**
- **Club constitution and bylaws (both are optional) – Sample constitution is attached**

****Once your application is submitted in K1402 or K1425, it will be reviewed and the Campus Events Assistant will contact you by email to discuss any additional items needed. If complete, they will confirm the Student Senate Executive Board meeting you will need to attend to be formally recognized by the Student Senate.****

If you have questions, please contact the Campus Events Assistant at

carol.daniel@normandale.edu or stop by the Zone (K1425) and we can help!



Name of Club: _____

Main Club Contact: _____
Name Student ID #

_____ Email Phone #

Club Meeting Time: _____ **Club Meeting Location:** _____

Club Membership Roster

	Member Name (officer position if applicable)	Phone number (optional)	Student ID # (required)	Email Address (required)	Waiver Signed?
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

Please attach additional sheets if more than 10 members.

To become recognized as a club, you will need a staff or faculty advisor. If you need help finding an advisor, please contact the Director of Student Life and let the Student Life staff help.

Advisor Name: _____

Advisor Email Address: _____

Advisor Telephone Number: _____

Expectations and Responsibilities of a Student Club or Organization

- A student club or organization receiving club status at Normandale Community College must comply with all Student Life rules, policies, and procedures.
- The purpose and activities of both the club/organization and any affiliated organizations are lawful and ethical, in addition to being within any college and state regulations.
- **We affirm and agree that membership 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, gender expression, familial status, or membership in a local commission as defined by law. This is MnSCU Board of Trustees policy, in addition to protections guaranteed under the Minnesota Human Rights Act.**
- Members must be currently enrolled students of Normandale Community College.
- The activities of the club must contribute to the positive development and welfare of the club's members and will fulfill its program role on campus. Acts, including hazing, which create situations not consistent with Normandale policy will not be allowed and may result in conduct sanctions for any students involved.
- The club must have a Normandale Community College staff or faculty member as an advisor.
- **The club must follow the following financial guidelines:**
 - **All funds must be maintained at Normandale Community College.**
 - **If the club is no longer active, disbursement of any remaining funds in the club account will be at the discretion of the Director of Student Life and the Dean of Students.**
 - **No club shall enter into a contract on behalf of Normandale Community College or the Minnesota State College and University system.**

I agree to follow these expectations and responsibilities and understand that if they are not followed, the Director of Student Life may recommend to the Dean of Students that action is taken, including possible dissolution of a club or referral to Normandale's Conduct Officer.

Group President/Contact Student Signature

Student ID

Printed Name

Advisor Signature

Printed Name

Director of Student Life Signature

Printed Name

Constitution Outline for Normandale Clubs (optional)

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 has all required passages.

Name of Club

Article 1	Function <ol style="list-style-type: none"> a. General statement or purpose statement b. Subcommittees and what they are responsible for (if any)
Article 2	Membership <ol style="list-style-type: none"> a. How does someone become a member or voting member of the organization? b. Member responsibilities c. What happens if a member is unable to continue? d. Removal from committee for non-participation e. Must state: Membership 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, gender expression, familial status, or membership in a local commission as defined by law.
Article 3	Officers <ol style="list-style-type: none"> a. What officer positions exist? (Must have President and Treasurer, though they do not need to be called by those terms) b. What is the process of the elections? c. Terms of appointment d. Duties of each officer
Article 4	Meetings <ol style="list-style-type: none"> a. Regular meetings set by chair b. Special meetings may be called by chair c. What makes for quorum (the number of members required for a binding vote to be held) d. Meetings are open to everyone (Student Life requirement)
Article 5	Finances <p>Must state: "All funds will be kept in an account maintained in the Accounting office at Normandale Community College. If the club is no longer active, all remaining club funds will be disbursed at the discretion of the Director of Student Life and the Dean of Students."</p>

Outline for Bylaws for a Normandale Club (optional)

Bylaws should contain specific information on the following topics:

Membership, Officers, Executive Board, Committees, Order of Business, Parliamentary Authority, and Amendment Procedure