

G-002.3 ESTABLISHMENT OF STUDENT CLUBS

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Southwest Minnesota State University Procedure Establishment of Student Clubs/ Organizations

Step 1: Any group of students wishing to form a club/organization should contact the Assistant Director of Student Development/Activities/Union. At this meeting they will receive a handout on "How to Become a Recognized Club/Organization at SMSU."

Step 2: The Assistant Director of Student Activities will have the authority to grant temporary status to groups who are in the process of organizing. This will allow the group to schedule organizational meetings over a thirty-day period.

Step 3: When the club/organization completes the requirements (i.e. writing a constitution, selecting an advisor, applications for recognition, etc.) they will return all documents to the Assistant Director of Student Development/Activities/Union.

Step 4: The proposed club/organization will be presented to the Student Senate. The Student Senate will then review the constitution and vote on whether or not to recognize the club/organization.

Step 5: If the proposed club/organization passes in the Senate, the application will go to the President of the institution. The President or his/her designee will then officially act on the club/organization's proposed recognition and confirm it in writing to the club/organization president, advisor, the Assistant Director of Student Development/Activities/Union, University Scheduling Officer, Business Services, the Student Activities Committee Coordinator and the Vice President of the Student Association. When a club/organization is recognized, the President or his/her designee will also initiate a letter to the advisor explaining the institution's expectations of them and officially recognizing their involvement with the club/organizations.

Step 6: Once recognized, the club/organization would have the following rights and responsibilities:

- A. The use of University facilities and services for meetings and other activities by scheduling with the University Scheduling Office.
- B. Permission by the University to conduct fund-raising projects on campus.
- C. Opportunity to participate in all-university events.
- D. Opportunity to request funds from the Student Activity Fee Allocation Committee.
- E. Opportunity to request funds from the Student Activity Fee Allocation Committee for a particular program.
- F. Use of a University mailing address and/or name.

- G. Use of an activity account with the University Business Office.
- H. When available, office space for the club/organization, lockers, mailboxes, and information center in Student Association office.
 - I. The right to establish club/organization dues.
 - J. The right to invite speakers to the campus.
- K. Recognized student clubs/organizations are expected to comply with Minnesota State Colleges and Universities (MnSCU) System Policy governing Account Administration and will be given a copy of the system policy at the time of recognition.

Step 7: Official campus recognition is an organizational status and must be maintained.

Step 8: Registration – all recognized clubs/organizations shall register with the Assistant Director of Student Development/Activities/Union during the first thirty (30) days of fall semester each academic year.

Step 9: Should any recognized club/organization fail to register in the first thirty (30) day period, it will be placed on probation. Probationary status will be interpreted to mean that the club/organization has temporarily lost all privileges and reinstatement must come from the Assistant Director of Student Development/Activities/Union. If the registration process is completed in the fall semester, the privileges of recognition will be reinstated.

Step 10: Should any recognized club/organization fail to register within the fall semester of each academic year, it shall lose its recognition. To regain recognition all procedures for initial recognition must be completed. A public notice to report that the club/organization is extinct will be posted in the student newspaper (SPUR) and Campus News.

Step 11: In the event that a club/organization remains defunct for a complete year, any funds they have in the University Activities Account will revert to SAFAC to be reallocated among student clubs/organizations.

Step 12: Ad hoc and standing committees – any group of students wishing to benefit from the advantages of a registration without the intent of becoming a permanent club/organization should schedule a meeting with the Assistant Director of Student Development/Activities/Union to discuss specific group objectives and proposed date of termination. The Assistant Director of Student Development/Activities/Union will have the authority to grant them temporary status for the duration of the group.

See also:

G-002 Administrative Procedures Decried by Policies Established by External Agencies (<http://catalog.smsu.edu/policies-procedures/administrative-decreed-established-external-agencies/>)