

Columbia College Student Senate

Policy and Procedure for Campus Club Recognition

POLICY

The Columbia College Student Senate shall be responsible for granting official recognition to campus clubs on a yearly or semester basis.

PROCEDURE

In order to be granted recognition by the Student Senate as an official campus club, a group must submit to the Vice President of Clubs:

1. Constitution or statement of purpose.
2. A list including the names, addresses, telephone numbers and school identification number of each member. The list should have a minimum of seven (7) active members.
3. All Columbia College campus clubs **MUST** be composed entirely of current Columbia College students and faculty or staff member(s).
4. A list of elected officers such as President, Vice President, Treasurer, etc.
5. The name of the Columbia College faculty or staff advisor(s).

All Campus Clubs must abide by and enforce all policies, rules and regulations established by the college and the Student Senate for the conduct and supervision of club and campus activities.

Responsibilities of Recognized Columbia College Campus Clubs

- Attend a regular Student Senate Meeting; at least one each semester.
- Submit an income and expense budget for the semester.
- Direct a member to represent the club and attend all meetings called by the Vice President of Clubs.
- Submit an activity request to the Vice President of Clubs at least one (1) week prior to scheduled events if financial assistance is not required of Student Senate, and two (2) weeks prior to events for which financial assistance is requested. Request must be signed by Club Advisor.
- Have an organized method of taking minutes at club meetings/activities and organized method of retaining these minutes for review by club members and Vice President of Clubs.
- Assume responsibility for planning the club's events, including all projected expenses (money needed to fund the event) and income or profits (money left over after all bills have been paid off).
- Operate in good faith, incorporating high standards of ethics in all phases of operation. All club members are viewed as representatives of Columbia College and as such are bound by the rules and policies that govern it.
- Give every Columbia College student the opportunity to join and participate in the respective organization

Columbia College Campus Club Advisor Responsibilities

Advisor or Staff designee will:

- Attend ALL regularly scheduled and special meetings of the appointed club.
- Meet with the executive officers of the club for the following purposes:
 - To assist with the development of organizational programs.
 - To discuss the clubs goals and directions.
 - To discuss the financial status of the club.
 - To minimize internal difficulties and to assist officers with problem resolutions.
- Be familiar with the Constitution and the by-laws of purpose statement of the respective club and be prepared to render assistance with interpretation.
- Be familiar with the institution's policies and rules that govern student organizations.
- Be aware of and attend all the activities in which the club is involved.
- Contact the Vice President of Clubs to discuss organizational problems, changes in organization and the status of the respective club.
- Review and be aware of the financial activities of the respective club.
- Oversee that the respective club operates in good faith, incorporates high standards of ethics, while representing itself and Columbia College in all phases of the club's operations

Advisor's Signature _____ Date _____

*If more than one advisor assists a club,
a separate agreement must be signed by each.*

Columbia College Campus Club Officer List

Advisor(s)NameAddressPhone #Social Security #

1. _____

2. _____

OfficersPositionName

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

13. _____

14. _____

15. _____

All officers must also be listed on member list!

Columbia College Campus Club Member List

<u>Name</u>	<u>Address</u>	<u>Phone #</u>	<u>Social Security #</u>
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2.			
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Write out statement of purpose below or attach a copy of current constitution.