

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 name, telephone number, and school identification number of each member.
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.

COLUMBIA COLLEGE STUDENT SENATE OFFICE

The Student Senate Office is dedicated to helping student clubs, individuals and ASCC achieve their objectives. Advisors of clubs to student activities are especially invited to make use of the Student Senate Office and to consult with the Program Coordinator on any student program or event. People come to the Student Senate Office to:

1. Get a copy of their official club Constitution & Bylaws.
2. Receive advice and assistance in planning a myriad of activities on campus.
3. Receive information on workshops and plan retreats for people or clubs who wish to increase their skills in leadership and human relations.
4. Receive information about existing clubs, organizations and planned activities.
5. Talk to the Program Coordinator about getting involved in a club or ASCC event or committee.
6. Look at the master calendar on major campus student activities and programs.
7. Obtain assistance in planning a publicity campaign for a student sponsored event.
8. Get the names and phone numbers of club officers.
9. Any mail Student Organizations have can be picked up through the ASCC.

The Student Senate Office is located in the Student Center, Ponderosa Building, or can be reached at 209-588-5270 or 209-588-5236