

Lewis-Clark State College
Student Activities
Clubs and Organizations
Policies and Procedures

Organization/Club

1. Any group of students acting together, electing officers and/or assessing dues or fees for their mutual benefit is a club or organization.
2. The President or primary officer for an organization must be a fee-paying student of Lewis-Clark State College.
3. All voting members and remaining officers must be fee-paying students of LCSC.
4. LCSC through the Student Activities Office via the Student Activities Coordinator must officially recognize all groups of students fitting the definition of a club or organization.
 - a. Appeals for recognition denial may be made to the Student Activities Coordinator and/or the Clubs and Organizations Council.
 - b. If the issue is not resolved, a subsequent appeal may be made to the Director of Student Life and/or Vice President of Administrative Services.
5. The Student Activities Office shall be the governing body over recognized student organizations.
6. The Coordinator of Student Activities is responsible for the implementation and administration of policies for student clubs and organizations set forth by the Student Activities Office and the Clubs and Organizations Council.

Privileges

1. Right to promote your club or organization and its activities on campus.
 - a. A student club or organization that LCSC does not recognize may not promote activities and/or programs in a manner that suggests it is recognized by the College.
2. Right to advertise as an LCSC student club or organization.
 - a. A student club or organization that LCSC does not recognize may not advertise or promote activities and/or programs in a manner that suggests it is recognized by the College.
3. Right to sponsor speakers and events on campus (in accordance with LCSC policies governing such events).
4. Right to schedule, sponsor or hold activities utilizing appropriate College facilities, property, buildings and grounds contingent upon the policies and procedures of individual facilities.
5. Right to apply for ASLCSC funding.
 - a. Clubs and organizations should keep in mind that the ASLCSC funding policy for student clubs and organizations is subject to change annually. Contact the ASLCSC at 792-2256 for the current funding process.
6. Right to apply for SUB office space.
 - a. The SUB Board appropriates student clubs and organization office space assignments.
 1. Each spring student clubs or organizations

interested in acquiring space must complete an application.

2. Applications are available in early March at the SUB Information Desk.
7. Access to posters and banners.
 - a. Posters/Banners are available through the SUB Information Desk. Contact the SUB Information Desk at 792-2060 for more details.

IMPORTANT NOTES:

Clubs and Organizations that travel for official club or organization business must adhere to LCSC's policies and procedures regarding travel. As stated in the policy, "Group field trips and team travel must have one LCSC employee designated as the leader or sponsor for each group." The policy in its entirety can be found in the Faculty/Staff Handbook, Chapter 4, Section 4.101, Sub-sections 16 and 17.

- **For exceptions to this rule or additional information, please contact the Coordinator of Student Activities.**

All events meeting the description of a concert or dance must be pre-approved via the Concert/Dance Request Form.

All Off-Campus events, programs, or activities sponsored by a recognized LCSC club or organization must be pre-approved by the Coordinator of Student Activities, and/or Director of Student Life/SUB/WCC and/or Vice President of Administrative Services.

Responsibilities

1. Complete and return Officers' Card and Club Roster to the Student Activities Office or ASLCSC Office.
2. Establish a Clubs and Organizations account with the college for all organization funds in the Controllers Office, Administration Building.
Funds cannot be deposited in a private bank account.
 - a. Each recognized student club or organization shall anticipate, provide for, and promptly meet its financial obligations in a business-like manner that is fair and equitable to its current and future members.
 - b. A Club officer **AND** advisor must sign the receipt before funds can be released by the controllers office. This shall include petty cash receipts under \$50.00.
3. Maintain a copy of the organization's current constitution on file in the ASLCSC Office.
4. Abide by the organization's constitution and stated purpose.
5. Advisor must be full or part-time faculty/staff at LCSC.

Steps to Official Recognition

1. Review the recognition process and pick up necessary forms and sample constitution from the Student Activities or ASLCSC Office.
2. Develop a constitution for the organization based on fifty-one percent (51%) of the voting members. The constitution must follow the guidelines outlined on this page. If your student organization is affiliated with a community, state or national organization, a copy of the parent

- organization's constitution must be submitted with other recognition forms.
3. Elect officers in accordance with your constitution.
 - a. The organization's officers, to include the President, Vice President and Secretary must be degree seeking students of LCSC with a current G.P.A. of at least 2.00.
 - b. Complete a Current Officers Card, listing officers and advisor(s), their addresses, phone numbers and ID numbers, then submit it with three (3) hard copies and one (1) electronic copy of your constitution, and a club roster (four (4) member minimum) to the Student Activities Office or ASLCSC Office.
 4. Approval will be given through the Student Activities Office. Your advisor and President will be notified via email when you are recognized.

Maintaining Official Recognition

Once a group has become recognized, it is relatively simple to maintain the recognition status. The privileges of recognition will continue as long as groups fulfill the following:

1. Complete a Current Officers' Card and submit along with a current club roster (four (4) member minimum) to the ASLCSC Office by October 1 of each year.
 - a. If October 1 falls on a non-work day, it will be the next following work day.
 - b. If club elections are held after the October 1 deadline then a current officers' card must be submitted within 10 days of the club or organization's election.

2. Submit three (3) hard copies and one (1) electronic copy of any revisions of the constitution to the ASLCSC Office for review and approval.
 - a. Constitutional revisions must be approved by the Student Activities Office and ASLCSC Judiciary.
3. At least one student from the club/organization (preferably an elected officer but may be a designated club member) must attend the monthly Club and Organization Council meeting.
 - a. Any club/organization that misses three (3) consecutive C&O council meetings or four (4) C&O council meetings in one (1) academic year will be subject to the "Withdrawal of Recognition" process.
4. Maintain a positive balance in the organization's financial account.
5. Abide by the organization's constitution and stated purpose.
6. Abide by Lewis-Clark State College policies and procedures, local, state, and federal laws.
7. When requested to do so by the Student Activities Office or ASLCSC Judiciary, the organization must amend its constitution to reflect current Lewis-Clark State College policies and local, state, and federal laws.

Constitution Guidelines

The Student Activities Office requires that the following items be included in an organization's constitution:

1. Name of organization.
2. Statement of Purpose and objectives.
3. National or local affiliations and any financial obligations (to an affiliate) resulting there from.

4. Affirmative Action statement stating that the club/organization will not deny membership to any student because of race, religion, sex, color, nationality, ethnic origin, age, marital status or handicap.
5. Qualifications for membership.
6. Frequency of meetings.
7. Description of officers including qualifications, duties, and methods of election.
8. Grounds for removal of officers and members.
9. Sources of financial support.
10. Parliamentary authority and method of amending the constitution, adoption, and amendment procedures.
11. Constitution dated with the month and year.

NOTE: Constitutional revisions must be approved by the Student Activities Office and ASLCSC Judiciary.

Withdrawal of Recognition

1. The process of withdrawing an organization or club's official recognition begins when it has ceased to function as evidenced by any of the following:
 - a. A notice of dissolution from officers and/or advisor.
 - b. Failure to hold any meetings over a twelve-month period.
 - c. Failure to submit an Officers' Card by the October 1 deadline.
 - d. Failure to submit an Officers' Card within 10 days of the club/organization's election regardless of the month of election.
 - e. Failure to submit a club roster by the October 1 deadline.

- f. Failure to maintain a membership, in the club/organization, of a minimum of four (4) members over a six-month period.
 - g. At least one student from the club/organization (preferably an elected officer but may be a designated club member) must attend the monthly Club and Organization Council.
 - h. Failure to correct a negative balance in the organization's LCSC account within two (2) months time.
 - i. Failure to abide by the minimum Eligibility Requirements for Extracurricular Activities for officers or enrollment standards for membership.
 - j. Failure to comply with the Student Activities Office and/or ASLCSC Judicial Office's written request to amend the organization's constitution within two (2) months time.
2. The Director of Student Life or the Coordinator of Student Activities may withdraw a group's official recognition whenever the above conditions occur or the rules and policies of Clubs and Organizations and/or the ASLCSC and/or the College and/or state or federal laws are violated.
3. Prior to withdrawal of recognition, the group will be warned in written form to the last known advisor of record, and their financial account will be frozen. The club/organization will be given the opportunity to take corrective steps, and they will be allowed to speak on their behalf with the Coordinator of Student Activities and the Clubs and Organizations Council.
 - a. The financial account, if the club/organization is not

recognized by the October 1 deadline, will be put on hold for a period of 30 days.

- b. If the club/organization has not initiated in writing corrective steps in which to maintain official recognition as an LCSC club or organization within 30 days of the advisor receiving written notice, the club or organization's financial accounts will be terminated and the funds, if any, will be surrendered to the ASLCSC Clubs and Organizations fund.
4. The terminated funds from clubs and organization accounts will be placed into the ASLCSC Clubs and Organizations general fund. These funds will be dispersed to other clubs and organizations through ASLCSC funding opportunities.