

SECTION: Student Policies

SUBJECT: Student Clubs and Organizations

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**Background:** This policy provides guidelines and procedures for administering student clubs through a Student Club and Student Organization Handbook.

**Point of Contact:** Vice President for Student Affairs

**Other LCSC offices directly involved with implementation of this policy, or significantly affected by the policy:** Director of Student Activities, Controller's Office, Budget Office

**Date of approval by LCSC authority:** September 11, 2017

**Date of State Board Approval:** N/A

**Date of Most Recent Review:** N/A

**Summary of Major Changes incorporated in this revision to the policy:** New Policy

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The purpose of this policy is to establish an administrative and governance structure for student clubs and organizations at Lewis-Clark State College.

1. Recognition of student clubs and organizations is an administrative responsibility assigned to the Vice President for Student Affairs or his/her designee by the President of the college.
2. Student Affairs will publish a specific set of policies and procedures governing all aspects of student club and organization administration. These policies and procedures will be approved by the Vice President for Student Affairs and shall serve as the governing document by which all student clubs and organizations will abide. They will be reviewed and, if necessary, updated as needed but at least annually and made available on the college's website.
  - A. Representatives (officers and advisors) from all recognized clubs and organizations will be required to attend or otherwise participate in one formal club and organizational training program per year at which time the policies and procedures will be reviewed and input solicited for possible edits or updates.
  - B. Changes to the policies and procedures governing clubs and organizations will be made throughout the year as needed to reflect changes in institutional policy, State Board of Education policy, or applicable laws.
  - C. All financial transactions, including management of club funds and assets, will be conducted in accordance with published college policies concerning institutional finances and will be coordinated by the Vice President for Student Affairs or his/her designee.