

# RESPONSIBILITIES OF CLUBS AND ORGANIZATIONS

Student organizations are expected to comply with the following requirements,

**FAILURE TO DO ANY OF THE BELOW WILL RESULT IN CLUBS HAVING THEIR FUNDS FROZEN UNTIL THEY HAVE BEEN DONE:**

1. Conduct all activities in compliance with college policies and procedures, the constitution and laws of the United States, the laws of Minnesota, and the City of White Bear Lake. Any policies or laws applying to individuals also apply to recognized student clubs and organizations. For further information please refer to the Right to Know Student Handbook.
2. All clubs receiving Student Life Fees must put on one campus wide activity per semester.
3. All clubs receiving Student Life Fees must have volunteers represented at one of the five major PAC events: Fall Festival, Fright Walk, Blizzard Blast, Games Day and Wood Duck Days.
4. When a club is volunteering at a PAC event they must go through the Director of Campus Activities, the Director of PAC, or Events Coordinator for any event they run and advertise to get their approval.
5. All clubs must inform the Director of Campus Activities, the Director of PAC, and Events Coordinator by the second meeting in September for the fall semester of the date, time, place, and name of their campus event, and what PAC event they will be helping out with. For the spring semester it will be by the second meeting in February. If a club is going to do their event before those meetings, they must let the Director of Campus Activities, the Director of PAC, and Events Coordinator know as soon as they have decided on it. They must also e-mail this information to the Treasurer so for Student Life records.
6. Every organization is required to send a representative to attend Student Senate Meetings. Organizations are not allowed to miss more than two consecutive Student Senate meetings in a row.
7. Bi-annually submit to the Director of Communications a list of officers and the name, e-mail, and telephone number of an advisor by the bi-annual deadlines determined by the Student Senate. Two weeks from the date the notice is sent will be allowed for a response before the organization becomes frozen.
8. Organizations that do not submit a list of officers and advisor by the deadline will be issued a notice of impending removal of active status. This notice will be sent

- to the organization's last listed officer and advisor. Two weeks from the date the notice is mailed will be allowed for a response before the organization becomes **frozen**.
9. All Clubs that receive Student Life Fees are required to send in a Monthly Report to the Director of Communications the Friday before the first Wednesday of the month.
  10. The following Departments that receive Student Life Fees are required to send in a Monthly Report to the Student Senate's Director of Communications the Friday before third Wednesday of the month. Century Choir, Fitness Center, Golf, Health Services, Intramurals, Multi-Cultural Center, and Theater.
  11. Any club that is receiving or requesting \$2,000 or more must be serving on a Campus Wide Committee that meets monthly or more. Currently there are ten of these committee spots and ten clubs with this funding.
  12. Any club that is receiving or requesting between \$500 and \$1,999.99 must be serving on a Campus Wide Committee that meets at least four times a year, three times a semester, or as needed. Currently there are seventeen of these committee spots and ten clubs with this funding.
  13. All clubs that are required to serve on a committee must serve for the full year and that member may only serve on one committee.
  14. Submit for review or approval any changes or amendments to the Student Senate Office, Room 1490W.
  15. Clubs that are frozen for two months will be abolished.
  16. All student clubs and organizations must have an advisor who is a Century College faculty or staff member. Clubs and organizations are responsible for the recruitment and selection of their advisor. The advisor's name, campus address and phone number must be submitted to the Student Senate Director of Communications. If a change of advisor occurs during the year, the organization must revise the Club Registration Form that is on file in the Student Senate Office.
    - a. Club advisors are encouraged to attend club meetings and club-sponsored events, provide training for officers and help ensure a smooth transition when new officers assume their duties.
    - b. The advisors are encouraged to maintain a file of financial reports, minutes, club constitution (hard copy and computer disk copy) and other official matters to ensure that this information will be available to new

officers from year to year. In the event that a new advisor is appointed, this file should be given to the new advisor.

- c. Advisors are expected to work closely with their club or organization in coordinating club activities to enhance the quality of the program and the leadership and membership skills of the club participants.

