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SOUTHWEST MINNESOTA STATE UNIVERSITY

PROCEDURE

ESTABLISHMENT OF STUDENT CLUBS/ORGANIZATIONS

- Step 1:** Any group of students wishing to form a club/organization should contact the Assistant Director of Student Development/Activities/Union. At this meeting they will receive a handout on "How to Become a Recognized Club/Organization at SMSU."
- Step 2:** The Assistant Director of Student Development/Activities/Union will have the authority to grant temporary status to groups who are in the process of organizing. This will allow the group to schedule organizational meetings over a thirty-day period.
- Step 3:** When the club/organization completes the requirements (i.e. writing a constitution, selecting an advisor, applications for recognition, etc.) they will return all documents to the Assistant Director of Student Development/Activities/Union.
- Step 4:** The Assistant Director of Student Development/Activities/Union will take the application to the Student Activities Committee. The Student Activities Committee will consider this group's constitution and vote to accept or reject recognition.
- Step 5:** If it passes in the Student Activities Committee, the proposed club/organization will be presented to the Student Senate. The Student Senate will then review the constitution and vote on whether or not to recognize the club/organization.
- Step 6:** If the proposed club/organization passes in the Senate, the application will go to the President of the institution. The President or his/her designee will then officially act on the club/organization's proposed recognition and confirm it in writing to the club/organization president, advisor, the Assistant Director of Student Development/Activities/Union, University Scheduling Officer, Business Services, the Student Activities Committee Coordinator and the Vice President of the Student Association. When a club/organization is recognized, the President or his/her designee will also initiate a letter to the advisor explaining the institution's expectations of them and officially recognizing their involvement with the club/organizations.
- Step 7:** Once recognized, the club/organization would have the following rights and responsibilities:
- A. The use of University facilities and services for meetings and other activities by scheduling with the University Scheduling Office.
 - B. Permission by the University to conduct fund-raising projects on campus.
 - C. Opportunity to participate in all-university events.
 - D. Opportunity to request funds from the Student Activity Fee Allocation Committee.

- E. Opportunity to request funds from the Student Activity Fee Allocation Committee for a particular program.
- F. Use of a University mailing address and/or name.
- G. Use of an activity account with the University Business Office.
- H. When available, office space for the club/organization, lockers, mailboxes, and information center in Student Association office.
- I. The right to establish club/organization dues.
- J. The right to invite speakers to the campus.
- K. Recognized student clubs/organizations are expected to comply with Minnesota State Colleges and Universities (MnSCU) System Policy governing Account Administration and will be given a copy of the system policy at the time of recognition.

Step 8: Official campus recognition is an organizational status and must be maintained.

Step 9: Registration – all recognized clubs/organizations shall register with the Assistant Director of Student Development/Activities/Union during the first thirty (30) days of fall semester each academic year.

Step 10: Should any recognized club/organization fail to register in the first thirty (30) day period, it will be placed on probation. Probationary status will be interpreted to mean that the club/organization has temporarily lost all privileges and reinstatement must come from the Assistant Director of Student Development/Activities/Union. If the registration process is completed in the fall semester, the privileges of recognition will be reinstated.

Step 11: Should any recognized club/organization fail to register within the fall semester of each academic year, it shall lose its recognition. To regain recognition all procedures for initial recognition must be completed. A public notice to report that the club/organization is extinct will be posted in the student newspaper (SPUR) and Campus News.

Step 12: In the event that a club/organization remains defunct for a complete year, any funds they have in the University Activities Account will revert to SAFAC to be reallocated among student clubs/organizations.

Step 13: Ad hoc and standing committees – any group of students wishing to benefit from the advantages of a registration without the intent of becoming a permanent club/organization should schedule a meeting with the Assistant Director of Student Development /Activities /Union to discuss specific group objectives and proposed date of termination. The Assistant Director of Student Development/Activities/Union will have the authority to grant them temporary status for the duration of the group.

See also:

G-002 Administrative Procedures Decreed by Policies Established by External Agencies