

**Lake Superior College
Student Club and Organization
HANDBOOK**



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The Mission of Lake Superior College Student Life

The mission of Lake Superior College's Student Life Program is to enhance the student's college experience by providing opportunities for growth through a variety of clubs, events and recreational activities. Through student activity fees, Student Life supports student clubs, Student Senate, the Campus Activities Board, Recreational Sports, Outdoor Programs, Health Education Services and the Wellness Center.

This guide is designed to assist student leaders with guidelines, policies, procedures, roles and responsibilities of chartered student organizations on campus.

Purpose of Clubs and Organizations:

Student clubs and organizations shall contribute to the development of students through experiences that accomplish the following:

- *Provide experience of working in groups.
- *Provide activities related to classroom experiences.
- *Develop professional ideals and standards through activities.
- *Develop personal and professional friendships and associations.
- *Develop leadership capabilities of members.
- *Allow members to exercise the responsibilities of citizenship.

Benefits of Club Involvement:

Students involved in clubs on campus have the opportunity to:

- *Network with students with similar interests and career goals
- *Connect with LSC staff and faculty for use as future references
- *Enhance leadership and communications skills
- *Build resume through volunteerism in the community
- *Earn *Student Life Co-Curricular Transcript*

The co-curricular transcript is a document describing a student's involvement in leadership activities at LSC. Membership in a club or organization as well as conference attendance or professional experiences can be highlighted on the transcript.

Student Organization Registration

Organizations that have already been approved for charter must register each year with Student Life. If an organization fails to register, the organization may lose their chartered status. The club will not be eligible for Student Life funding and the organization will not have access to their club account.

Student Organization Registration Criteria

To remain in good standing, LSC chartered student organizations must adhere to the following:

- Maintain a minimum of six active members
- Submit the ***Student Organization Registration Form*** and ***Club Constitution/Bylaws*** to Student Life by the end of September. These forms will be in placed in your club file in Student Life.
- All chartered organizations must adhere to the procedures as outlined in the Student Organization Handbook.

Writing a Club Constitution:

The club constitution/bylaws are an overview of the club's purpose and structure.

Develop your club's mission statement by answering the following questions:

- *Why are you a club?
- *What do you want to accomplish?
- *What are your club's values and principals?

Develop your club's organizational structure by filling the following positions with active members:

- *President/Chair - responsible for the overall organization. The president runs the meetings and creates the agendas.
- *Vice President/Chair – assists the president with duties.
- *Secretary – records the minutes during the meetings.
- *Treasurer –maintains the club budget.

Organization Reports

All student organizations must submit the ***Student Organization Report*** to Student Life by the end of each semester.

Role of the Student Senate:

The college president recognizes the Student Senate as the official representative of the students. The senate recommends the charter of all clubs and has jurisdiction over a variety of matters relating to student organizations.

All student organization sanctions are enacted by the Student Senate. Upon notification from the Dean of Students, the Student Senate shall review all allegations of failure to adhere to policies and/or procedures and may recommend one or more of the following:

- Probation
- May still operate as a chartered student organization
- May suspend access to organization account
- Suspension of Charter
- Chartered organization is not recognized for a specified period of time.
- Chartered student organization may not operate for a specified period of time
- Chartered student organization may not access their account for a specified period of time
- Termination of Charter
- Organization loses all rights granted by a chartered student organization on campus.
- Organization must re-petition to regain chartered status. Organizations shall not petition within the same academic year when charter was terminated.

Club Meetings:

Meetings are important because they give active members a chance to set goals and plan events. They also are a good time to recruit others into your club.

1. Schedule the meeting - find a time that works for most of the members.
2. Prepare an agenda – the list of what you want to discuss and in what order.
3. Run an effect meeting by keeping the discussion on track. Many meetings are governed by using Roberts Rules of Order. You can maintain order by having the president read off the items on the agenda. After the group has finished discussing the issue, the president can then move the group to the next agenda item. If the discussion gets off topic, the president can interrupt the meeting and focus the group back to the agenda items. If the same points are being restated over and over, the president can call for a vote and move on to the next agenda item.
4. Record the minutes of the meeting by stating the time and date, members present, approval of last meetings minutes, summarization of agenda items discussed and what time the meeting adjourned.

Student Life Assistance

Student Life acts as the liaison between student groups and the administration for any assistance that the organization would require. The Student Life staff will also assist groups in resolving conflicts between the organization and the administration. The Student Life staff will assist organizations in the coordination of group activities, fund-raising, community service projects, purchasing items, trip planning and leadership programming.

Meeting Rooms:

All organizations are encouraged to use the Student Life Conference Room to hold club meetings. Student Life staff can also reserve space on campus for clubs to meet. Meetings cannot be held in hallways.

Copier/Printing Services:

Clubs can have documents/posters printed in the copy center using their club account code.

Club Accounts:

Each club has a bank account with Student Life that holds the funds members have earned through fundraising and volunteerism. Club members can contact Student Life at any time to obtain the amount of funds in the account. The club funds can be used to purchase items for the club, food for meetings and travel expenses.

Club Announcements:

Clubs can add their meeting announcements or other information to the Next Week in Student Life email. Contact Heather Grillo, Student Activities Coordinator, heather.grillo@lsc.edu with the details about your club announcement.

Leadership Styles

Student leaders play an important role in the success of each organization. Club officers keep the organization on track, and insure goals and objectives are met as directed by the membership.

Studies show there are three basic leadership styles: authoritarian, passive, and democratic.

The ***authoritarian*** leader rules through sheer force. This type of leader lays down the law and makes all the decisions for the group. This style is a dictatorship where the only say in the organization is that of the president or chair. If an organization has an authoritarian leader, the membership of the organization is in peril, and may flounder.

The ***passive*** leader has the exact opposite style. This leader in reality is only a puppet to the organization. This type of leader is the scape goat for those in the organization who do not want to accept the responsibilities of the group. If an organization has a passive leader, the membership gets disgusted and may either quit or cause serious problems for the group.

The ***democratic*** leader lets the membership decide all issues. This type is the most favorable within organizations. The democratic leader ensures that everything is discussed within the organization before any decisions are made. If an organization has a democratic leader, members may grow impatient with the length of time it takes to get things accomplished.

So, what is the best type of leader? It's all three. There are times when a leader must choose to be an authoritarian leader when things get out of hand. There are times when the passive leader takes a backseat to certain members to make a point. Being a democratic leader at the times when in depth discussions need to take place can make the difference of the success of meeting goals, and completing projects that are established by the organization.

Roles and Relationships of Advisors:

Advisors and the student leadership should agree upon certain roles and responsibilities of both the student leadership and the advisor. This will ensure both parties understand what is expected of them in relationship to each other.

The responsibilities of the membership to the advisor should include the following:

- Advisors must be recognized as an integral part of the organization, even though the advisor is not a voting member. Advisors should be welcomed at all meetings and social events.
- Meetings should be planned with the advisor's schedule in mind. Advisors should be able to attend most meetings of the organization.
- Ensure the advisor receives copies of the meeting minutes.
- The presiding officer of the organization should meet regularly with the advisor to discuss all matters pertaining to the organization and provide an informational update on ongoing plans and activities.
- Members should ask the advisor for advice when problems arise within the organization.

The advisor should agree to the following responsibilities to the membership:

- Become acquainted with all the members of the organization. Let them know that you care for each student as an individual.
- Assess the organization's goals and communicate whether they are achieving these goals.
- Maintain an open and honest communicative link with the officers. Schedule individual meetings with the presiding officer to share ideas and provide feedback.
- Attend as many meetings as possible.
- Advise and evaluate all the officers on the performance of their duties.
- Be aware of institutional standards and policies as they pertain to the organization.
- Assist the membership in the development of a good recruitment plan.
- Help new members feel welcome.

Civic Engagement Opportunities

Volunteering with your club on campus or in the community is a great way to earn student life funds and enhance your resume.

To participate in community activities, e-mail Student Life prior to the event. This will ensure that the activity or event is within guidelines set forth by LSC, Minnesota State, City of Duluth, and the State of Minnesota.

Examples of club participation in the community include:

- Set-up light displays or serve snacks at Bentleyville
- Serve food, help with homework or organize clothing at the Damiano Center
- Organize food shelf, sort donations at store, serve food, wrap gifts, distribute toys, or ring the bell at a Red Kettle for the Salvation Army
- Read, tutor or mentor a student through the United Way
- Serve food, assist with website and event coordination, at the CHUM Drop in Center
- Cook and serve food to local veterans at the West Duluth VFW

Campus volunteer opportunities will be sent to your LSC e-mail account each week. The Campus Activities Board and other departments need help each semester with many on campus activities.

Examples of club participation in campus activities include:

Welcome Week greeters and game hosts
Memorial Blood Drive registration tables
Student Success Day club information tables
Halloween Party decorators and costume contest judges
Veterans Day cake servers

Clubs can earn funds for their account by submitting the *Event Evaluation Form* after each event in which they have volunteered.

The forms are in Student Life and on the LSC website. Funds earned depend on how many students volunteered for the event and how long the students worked. Each student organization will be responsible for the individual and collective conduct of its members at all of its organization sponsored activities and functions. This applies to both on and off-campus events. All participants of the activity are expected to act in accordance with LSC policies, Minnesota State policies, municipal and state law.

Student Travel Guidelines

Club advisors and board members must schedule a meeting with Shannon Fries, Assistant to Student Life, shannon.fries@lsc.edu to discuss all travel plans before any registrations/reservations can be made. It is best to meet when you first start thinking about your plans after receiving information regarding a conference or competition.

The Travel Packet must be completed and submitted to Student Life No Later Than 45 days prior to departure date. The travel packet is available in Student Life.

- The Dean of Students must authorize any travel for students who must go off-campus to conduct LSC business. All students must complete the **Student Travel Agreement Form** and return it to Student Life before any registrations/reservations will be made.
- Advisors must accompany student organizations when traveling overnight.
- Advisors must complete the **Professional Leave / Travel Request Form**, and have it signed by the appropriate dean or supervisor before any registrations/reservations will be made.
- The President of Lake Superior College must approve all out-of-state travel requests. The **Out of State Travel Form** must be filled out and returned to the advisor's dean along with the Student Travel Agreement Forms.
- **Event itinerary/agenda** must be provided with Travel Packet Forms.

DO NOT make any arrangements for travel, lodging, or meetings/conferences without notifying Student Life. Travel paperwork and purchase orders must be in place before any registrations/reservations can be made.

Clubs: Your advisor can request Perkins funding to pay for their approved travel expenses. Contact Jill Murray, Perkins Coordinator, jill.murray@lsc.edu for more information.

Financial Procedures

Excerpts from Student Life Business Practices Regarding Clubs and Organizations

Policy Statements

- In accordance with MnSCU Policy 2.8.1, Subpart E, Use of Funds, #2, Lake Superior College shall establish guidelines on appropriate business practices for the expenditures of the student life/activity fund.
- In accordance with Minnesota State Statute, 136F.71, subd 2, Student Life funds are exempt from budgetary control as exercised by the commissioner of finance (136F.71, subd 2); therefore, these business practices seek to ensure the proper use and stewardship of public funds in the operation of the student life programs.
- All student life activity fee accounts shall adhere to these business practices as well as travel and financial procedures as outlined in the student organization and advisors' handbooks.

Use of Funds

1. Student Life activities shall be consistent with M.S. 136F.01, subdivision 5. **Student life fees shall be used for lectures, concerts, and other functions contributing to the mental, moral, and cultural development of the student body and community in which they live, athletic activities, including intercollegiate contests, forensics, dramatics, and such other activities of any nature as in the opinion of the board contribute to the educational, cultural, or physical well-being of the student body.** All funding decisions shall be made in a viewpoint neutral manner which are in accordance with the allocation model approved by the Student Life Committee.
2. **Student life funds shall not be used for the purchase of alcohol or drugs.**
3. Student life fees shall not be used as **donations** to college or university foundations or to other external charitable organizations.
4. Student life fees shall not be used to provide **individual scholarships** or grants.
5. Student Life fees shall not be used to **promote or support political parties** or individual candidates for public office. Student Life fees may be used for activities or events that promote civic engagement which does not provide a benefit to any individual political party or candidate.

6. Student organizations may use their allotted funds for expenditures that are in accordance with the club's mission that do not conflict with the restrictions listed above.

- a. In addition to the restrictions set forth by MnSCU, Lake Superior College and Student Life Business Practices, student organization funds may not be used for the following:
- b. Personal dues or memberships fees are not allowed. Student organization dues to a parent organization may be allowed.
- c. Personal recreation equipment rental or purchase.
- d. Items that are for personal use.
- e. Expenses during travel status which would be considered recreational.
- f. Salaries or stipends for holding a position in a student organization. Requests for a student to receive leadership stipends must be submitted to the Dean of Student Affairs.
- g. Student organizations are not authorized to maintain a petty cash account.
- h. Gambling and raffles are prohibited.
- i. Club apparel or other item purchases over \$30. Club members are limited to one \$30 apparel item or other items per member/per school year. All apparel items must be purchased through the LSC bookstore.

7. All activities must be approved by the Dean of Student Affairs.

Alcohol or drugs are not permitted at any organization sponsored function.

The consumption of alcoholic beverages (regardless of age), use of illegal substances and abusive or inappropriate behavior is in violation of the LSC Code of Student Conduct and will warrant disciplinary actions.

Movie Copyright Policy:

Due to copyright laws, organizations cannot show a movie publicly on campus unless it is a documentary.

Financial Procedures

Purchasing Items for your club:

All club funds belong to the State of Minnesota and must be encumbered before they can be used. Encumbering funds means to set aside money using a purchase order to buy the products needed.

To use your funds, communicate with the Student Life Assistant, Shannon Fries, shannon.fries@lsc.edu. Shannon will look up your club account through the Business Office website and tell you how much money is available for you to use.

Please be prepared to answer the following questions regarding your purchase:

- What would you like to buy?
- What is the name of the company you would like to buy the item from? Do you have a quote stating the cost of the item?
- When do you need the item?
- Does the item fit into the Student Life Guidelines for fund usage stated on page 11?

Shannon will ask you to complete the Student Life Special Expense Form and have your advisor sign it. All special expense forms must be in Shannon's office two weeks prior to the date of the purchase.

Shannon will create the purchase order and buy the items for you. Your club can pick up your purchase in Student Life.

If you are buying t-shirts or other apparel, please request the LSC Store Club Apparel Catalog from Brittany Raveill, LSC Store Administrative Assistant, brittany.raveill@lsc.edu

If you are planning on ordering food for an event, please request a Yellow Bike Club Order form from Shannon as well.

Please remember: LSC does not reimburse for any purchases made without a purchase order.

LSC does not encourage student clubs to collect money from members of their organization, other students or other entities.

Fundraising

All fundraising plans must be approved by Student Life and the LSC Foundation.

LSC Clubs are bound by MN State fundraising regulations. If your club would like to participate in a fundraiser, contact Daniel Fanning, LSC Foundation, daniel.fanning@lsc.edu for LSC guidelines.

Please do not solicit donations from external companies without the consent of the foundation. If you have an outside connection with a business, please contact the foundation so that they can communicate with the business regarding the club's need. All funds collected must be deposited with the Foundation. The foundation will deposit the funds in your club account in the Business Office.

Examples of Fundraising with Local Businesses:

- Earning funds from a sponsored night at a restaurant like Buffalo Wild Wings or Texas Roadhouse. Clubs obtain coupons to be distributed to the public in turn for a percentage of the profit of the food sold on that night.
- Selling coupons for Subway or Papa Murphy's. Clubs obtain coupon books from the business and earn funds for the number of books they sell.
- Holding a silent auction. Donations can only be obtained from place of employment, immediate family or a relative.

Requesting Funds from the Student Life Committee:

Student organizations may request funds from the Student Life Committee for purposes of benefiting the student body. All requests must be submitted to the Student Life Committee and will be discussed at a regularly scheduled meeting of the committee. Requests must include all details of the event to include purpose, detailed budget and estimated number of students served.

Funding Principles

The Student Life Committee is charged with making responsible, viewpoint-neutral recommendations for awarding funding to registered student organizations. The committee must evaluate requests according to the viewpoint-neutral criteria. While the committee has the authority to weigh and apply the criteria, the committee must consistently apply all criteria to each group applying for student activity fees. The committee may not consider the viewpoint of requesting groups in making funding decisions.

Student Life Committee will fund eligible student organizations with an emphasis on the following criteria:

- Benefit to the Lake Superior College student body.
- Fostering a Lake Superior College community.
- Bring recognition to Lake Superior College.
- Provide support for speakers, events and programs.
- Provide support for student leadership development.
- To encourage multicultural programming on campus.
- Aid which assists student organizations in accomplishing their goals.
- Student Organizations that have sponsored events that are open to the student body.

- When making funding decisions, Student Life Committee shall take into consideration the amount of money it has to dispense.
- Student Life Committee shall not recommend any allocation that violates any policies, procedures or business practices.

Requesting Travel Grants:

The student organization must justify why travel is essential and necessary for the organization:

- Submit all relevant price quotes and itineraries/conference forms. Adequately explain expenses.
- Clearly describe the purpose of the travel.
- Travel must be central to the mission/purpose of the student organization.
- Student Life Committee may fund up to four student organization members to attend a workshop or conference. If funding is being requested for more than four people, the student organization must justify why it is necessary for more than four students to attend.
- The student organization must explain how their travel will benefit LSC students.
- Student Life Committee will consider whether less expensive local or regional conferences offer similar information.
- Student Life Committee must also consider whether:
 - The travel will clearly help the student organization achieve its purpose or mission.
 - The travel will substantially benefit students other than the traveler.

The Student Life Committee will not be responsible for expenses that exceed the approved allocation.

If airfare or other travel arrangements purchased by Student Life Committee Funding are not used, the student organization shall reimburse Student Life for the cost. Exceptions to this rule must be approved by 2/3 majority of Student Life Committee.

Community Service Incentives:

Student organizations may receive funds based on community service provided to the Duluth community. For the amount of funding received, the Student Activities Coordinator shall consider the number of members participating in the event, the length of the event, and services provided. If services are approved, funding will range from \$50.00 to a maximum of \$200.00.

Campus Involvement Incentives:

Student organizations may receive funds based on activities or services provided to the student body. For the amount of funding received, the Student Activities Coordinator shall consider the number of members participating in the event, the length of the event, and services provided to the student body. If participation in an activity is approved, clubs may receive \$50.00 to a maximum of \$200.00.

Leadership Transition

Student Organization Officer Transition

To insure a smooth transition, the outgoing officers and the advisor should plan a new officer orientation. This orientation should cover all the essential information necessary for the new officers to lead the organization into greatness. During the orientation the newly elected officers should find out exactly what's expected of them in their new leadership role. During this meeting, the incoming officers will also find out the advisor's role in the organization, what can be expected from the advisor, and what the advisor expects from the newly elected board.

The topics of the orientation should include the following:

- History and background of the Organization
- Constitution and/or Bylaws
- Campus Policies and Procedures
- Officer Job Descriptions
- Meeting Minutes

Current Projects and Goals

Some projects and goals need a period of time to be accomplished. The incoming officers need to be made aware of these projects to continue the work of the organization. It is also essential to the organization's reputation that all current projects be completed.

- Status Report on Current projects
- Status Report on Continuing Projects
- Current Goals

Last Year's Goals, Projects, and Evaluations

A lot can be learned from past projects and evaluations. By finding out what has worked in the past and what can be improved, the wheel will not have to be reinvented. This will only improve on what has already been accomplished.

- Previous year's goals and evaluations
- Evaluations of Previous Projects
- Financial Information

For your organization to prosper, the officers need to know the financial history of the organization. By reviewing past budgets and fund-raising events, the board and the membership understand what can be expected in the upcoming year.

- Previous year's budget
- Previous Fund-raising Events
- Current Budget

Suggested Changes for the Upcoming Year

Past experiences can be a useful tool in knowing what worked and what didn't work. The suggestions that are passed on to the new leadership of the organization based on these experiences are priceless.

- Based on past evaluations
- Based on upcoming changes

LSC Contacts:

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