



Club/Organization General Responsibilities

Club/Organization Name: _____

All clubs/organizations receiving temporary or permanent recognition at St. Cloud Technical and Community College (SCTCC) must comply with the following criteria.

Any club/organization that does not adhere to this criteria is subject to review by the Campus Life Director and the Student Senate with the possibility of suspension or revocation.

1. The purpose, events, and activities of all SCTCC clubs/organizations are lawful and are not in conflict with SCTCC or Minnesota State regulations.
2. Club/organization membership is open to all persons regardless of race, color, creed, sex, age, religion, marital status, sexual orientation/affection preference, national origin, mental or physical disability, status with regard to public assistance or any other group or class against which discrimination is prohibited by State or Federal law.
3. Club/organization events and activities must be open to all SCTCC students, promote positive development, and act in the best interest of the overall SCTCC community. Any situation inconsistent with the club/organization's constitution or SCTCC college policies will not be permitted.
4. All SCTCC clubs/organizations are required to attend Student Senate meetings (via the club/organization's Club Delegate) and are highly encouraged to participate in all Student Senate sponsored events and activities.
5. Club/Organization membership shall include a minimum of five (5) SCTCC students.
6. Club/Organization Officers shall only be open to currently enrolled SCTCC students who are registered for a minimum of six (6) credits per the semester the student serves as an officer. All Club/Organization Officers must be in good academic standing (meet Satisfactory Academic Progress criteria) and good behavioral standing (no violations/Code of Conduct).
7. Clubs/organizations must hold a minimum of three (3) meetings per semester. The meetings must be open to all interested SCTCC students and advertised across campus.
8. Clubs/organizations are required to host/sponsor a minimum of one campus-wide event/activity or philanthropic activity per academic year. Clubs/organizations are also required to conduct one fundraising activity per academic year. Clubs/organizations who do not meet these criteria will automatically be placed on inactive status.
9. The club/organization advisor(s) must be a SCTCC faculty or staff employee.
10. Club/organization bookkeeping and budgeting procedures must be conducted in accordance to and comply with the SCTCC Business Office, Financial, and Campus Life policies and procedures:
 - Any and all club/organization funds must be maintained in the Business Office.
 - When clubs/organizations receive permanent recognition from Student Senate, two budget cost center accounts will be established (Student Life and Fundraising) in the Business Office. Each of these cost center accounts have specific purposes. All clubs/organizations must adhere to the rules and regulations for each account type.
 - All club/organization purchase requisitions must be fully completed and submitted electronically to clubpo@sctcc.edu. Purchase requisition processing takes 5-7 business day.
 - Financial statements are monitored and must be provided to the Campus Life Director upon request.
 - In the case of a club/organization dissolution or inactivity (2+ years), information pertaining to disbursements of funds must be provided within the club/organization's constitution/bylaws.

Club President: _____ Signature: _____ Date: _____

Club Advisor: _____ Signature: _____ Date: _____

Club Advisor: _____ Signature: _____ Date: _____



Membership List

Club/Organization Name: _____

Club Advisor

Name: _____

Email: _____

SCTCC Campus Phone #: _____ Cell #: _____

Club Advisor II (if applicable)

Name: _____

Email: _____

SCTCC Campus Phone #: _____ Cell #: _____

President

Name: _____

Tech ID #: _____

Phone Number: _____

Email: _____
(SCTCC email preferred; make sure you check it daily)

Vice-President

Name: _____

Tech ID #: _____

Phone Number: _____

Email: _____
(SCTCC email preferred; make sure you check it daily)

Secretary

Name: _____

Tech ID #: _____

Phone Number: _____

Email: _____
(SCTCC email preferred; make sure you check it daily)

Treasurer

Name: _____

Tech ID #: _____

Phone Number: _____

Email: _____
(SCTCC email preferred; make sure you check it daily)

Public Relations Coordinator (if applicable)

Name: _____

Tech ID #: _____

Phone Number: _____

Email: _____
(SCTCC email preferred; make sure you check it daily)

Other (if applicable)

Name: _____

Tech ID #: _____

Phone Number: _____

Email: _____
(SCTCC email preferred; make sure you check it daily)

Name: _____

Tech ID #: _____

Phone Number: _____

Email: _____

(SCTCC email preferred; make sure you check it daily)

Name: _____

Tech ID #: _____

Phone Number: _____

Email: _____

(SCTCC email preferred; make sure you check it daily)

Club/Organization Members

First and Last Name:

Tech ID #:

[illegible][illegible]



Club/Organization Advisor(s) Responsibilities and Expectations

Club/Organization Name: _____

Club/Organization Advisor(s) is/are responsible for and expected to:

1. Be a St. Cloud Technical and Community College (SCTCC) faculty or staff employee
2. Act as a source of general information and liaison for all SCTCC, Campus Life, and Student Senate policies and procedures
3. Ensure the Club/Organization stays on track with their mission, purpose, and function as outlined in the Club's/Organization's Constitution/Bylaws
4. Provide leadership, assistance, and guidance to the Club/Organization officers and teach them their individual officer positions/roles with the Club/Organization
5. Upon Permanent Recognition, communicate all Club/Organization General Responsibilities, Advisor/Officer Responsibilities and Expectations, Campus Life/Business/Financial Office Policies and Procedures
6. Help all Club/Organization members obtain necessary documents, forms, and other pertinent information
7. Be well informed of ALL club/organization plans, events, activities, and fundraisers (via regular, consistent communication with club/organization officers, and regularly attend meetings)
8. Be aware and informed of all special or emergency club/organization meetings and attend as many of these meetings as possible
9. Reserve campus rooms and equipment (computer, projector, mic, tables, chairs, etc.) for club/organization meetings, events, and activities
10. Attend and oversee ALL club/organization meetings, events, and activities
11. Is responsible for Club/Organization behavioral management within the Club/Organization and across the SCTCC campus community (professional, respectful, and courteous) and hold members accountable for their behavior
12. Be knowledgeable on and be able to answer Club Officers/Club Members questions regarding Campus Life/Business Office/Financial Procedures
13. Oversee ALL of the Club/Organization's financial transactions and adhere to all SCTCC, MN State, Department of Finance, Business Office, Fundraising, and Campus Life policies and procedures
14. Is responsible for fully completing and submitting all Club/Organization forms (Annual Club Packet, Constitution/Bylaws, Purchase Requisitions, Travel Request Forms, etc.) for **each academic year**.
15. Is responsible for working with Kim Wehlage regarding all contracts for club/organization events/activities
16. Read, know, and understand the Student Senate Constitution as it relates to clubs/organizations (especially Club Delegate roles and responsibilities and club funding) and comply with all Campus Life policies and procedures
17. Represent SCTCC and Minnesota State at all times when advising the Club/Organization

Club Advisor: _____

Signature: _____

Date: _____

Club Advisor: _____

Signature: _____

Date: _____



Club/Organization Officers Responsibilities and Expectations

Club/Organization Name: _____

Club/Organization Officers are responsible for and expected to:

1. When establishing the Club/Organization, Club/Organization Officers and Advisors should meet to go over the Club/Organization General Responsibilities, Advisor/Officer Responsibilities and Expectations, Campus Life/Business/Financial Office Policies and Procedures and establish reasonable expectations for functionality and communication
2. Ensure the Club/Organization stays on track with their mission, purpose, and function as outlined in the Club's/Organization's Constitution/Bylaws
3. Keep the advisor(s) informed regarding ALL club/organization plans, events, activities, and fundraisers as well as what is happening within the club/organization at all times (both positive and negative)
4. Be open, honest, and respond in a timely manner to all advisor(s) communications
5. Allow the advisor(s) to express opinions and provide feedback on issues which may affect the overall welfare of the club/organization
6. Take the advisor's schedule/advisors' schedules into consideration when calling special meetings
7. Read, know, and understand the Student Senate Constitution as it relates to clubs/organizations (especially Club Delegate roles and responsibilities and club funding) and comply with all Campus Life policies and procedures
8. Represent the Club/Organization in a positive manner
9. Behave in a professional, respectful, and courteous manner within the Club/Organization, Student Senate/Campus Life, Business/Financial Office, and across SCTCC campus
10. Adhere to and comply with SCTCC and Minnesota State policies and procedures at all times

Club President: _____ Signature: _____ Date: _____

Club Advisor: _____ Signature: _____ Date: _____

Club Advisor: _____ Signature: _____ Date: _____



Signature File

Authorized Signature
FY _____

Club/Organization Name: _____

Student Life (Sub) Cost Center #: _____ Fundraising (Unsub) Cost Center #: _____

Authorized Advisor:

Print Name: _____ Signature: _____

Authorized Advisor II (if applicable):

Print Name: _____ Signature: _____

Club Treasurer:

Print Name: _____ Signature: _____

Club President:

Print Name: _____ Signature: _____

***Return this form along with the rest of the packet to the Campus Life Director
(who will forward it to the Business Office)***