

STUDENT LIFE AND CLUBS

POLICY**I. Student Life Program Structure and Philosophy**

The college strives to develop student life/activity programming to provide a wide range and balance of student activities that complement the curricular offerings of the institution. The existence and structure of all student clubs must be approved by administration after the club has met the requirements outlined in this policy and procedure. There is a limit of one club per academic department per campus. The revenue generated by the student life/activity fee authorized by [MnSCU Board Policy 5.11](#) shall be used to fund student activities as defined in [Minnesota Statute Section 136F.01, Subd. 5](#). The distribution of these funds will be recommended by the Student Life Budget Committee to the President and requires the President's approval.

II. Funding: Student Life/Activity Committee**A. Establishment and Membership**

The Student Life Activity Committee will be made up as follows:

- Eight (8) students appointed by the Student Government Association with representation from each campus.
- Two (2) faculty members appointed by the college MSCF President with a representative from each campus.
- Two (2) non-faculty members: the Director of Student Life (committee chairperson) and the Dean of Student Services.

The Vice President of Finance and Operations serves as advisor to the committee.

B. Committee Responsibility

The Student Life Activity Committee shall annually recommend to the Student Government Association the amount of the fee in the ensuing year, the allocation of revenues, policies and procedures for administering the student life/activities budget and expenditures consistent with the system and institution policies and procedures. They may meet other times during the academic year to review and recommend policy changes and to hear requests for overage amounts not funded by budget dollars awarded through the prior year's budget approval process. If approved by this group, the changes would be recommended to the College President for action.

The goal of this committee in recommending a budget to the College President is to provide Ridgewater College students with a comprehensive, balanced student life program to meet the diverse needs of students. The college values community service, civic engagement and

STUDENT LIFE AND CLUBS

social responsibility by all of its members and encourages the integration of these principles in the learning experiences of students. The annual budget recommendation will take into account the following factors:

Overall Club and Organization Expenditures:

- Overall cost, including personnel and non-personnel expenses

Outreach to the Community:

- Number of people from surrounding communities who attend the activity and develop affiliation with Ridgewater College through the activity
- Number of Ridgewater College students and staff who attend the activity

Strength of the Link to the College Mission:

- Ridgewater College provides quality educational opportunities for diverse student learners in an inclusive, supportive and accessible environment

Benefit to Students:

- Activity is designated for the benefit of students' educational student life experience
- Activity appeals to wide variety of students
- Activity provides leadership opportunities for students
- Activity provides opportunities for students to develop leadership and interpersonal skills
- Activity provides educational outreach opportunities

Student life/activity funds shall not be used to fund:

- Graduation banquets and graduation receptions
- Food (*Note: Food can be purchased if the club is hosting an event for a broader population outside of its club membership. The food purchase for an event must fall in line with the mission of the club.*)
- The purchase of alcohol
- Donations to college or university foundations or other external charitable organizations, or scholarships or grants to individuals
- Instructional items
 - Required component of a course or program
 - Supplies or equipment
- Club activities only open to an academic program (exceptions would include clubs who are affiliated with national organizations who require rigid membership criteria specific to academic training and education).
- The purchase of apparel (or other items that remain in personal possession) for advisors or students, unless they contribute at least 50% of the costs
- Student per diem meals for trips
- Political parties/candidates
- Facilities/maintenance/renovation projects unrelated to Student Life

STUDENT LIFE AND CLUBS

- Personal dues or membership fees, but can be used for organizational dues
- Personal recreational equipment rental or purchase
- Items for personal use
- Recreational travel expenses

C. Campus Student Association

The student life/activity fee shall fund student government through the annual allocation/budgeting process.

D. Authority for Expenditures

The Student Life Activity Committee shall present the student life/activities budget, including the amount and procedure for the collection of fees and allocation of revenues, to the Student Government Association for review and recommendation to the College President for approval. The College President shall approve, reject or modify the fee and budget. Committing to purchases in excess of the approved budget amount is prohibited. The committee shall be consulted on any modification to their recommendations prior to implementation. Unspent student life/activity monies are swept from individual accounts and rolled to student life fund reserves at the end of each fiscal year.

E. Budget Reserves

Reserves may be established and their status shall be annually reported to the Student Life Activity Committee.

02.02.06 Adopted and Implemented
12.16.08 Revised
09.23.09 Revised
09.20.11 Revised
08.13.15 Proposed
11.16.15 Revised

STUDENT LIFE AND CLUBS

PROCEDURESTo form a new club:

Any group of students wishing to form a club must secure an approval for charter from the Student Government Association before they can be recognized as an official club of Ridgewater College. Membership of all clubs is open without regard to race, religion, national origin, sex or sexual preference, except where such discrimination is protected by state and federal law and constitutions.

To secure approval, a club must meet the following requirements:

- Have five or more members who hold a current student status at Ridgewater College.
- Have a purpose for the club that will benefit the college and enhance leadership and serviship within Ridgewater College students.
- Identify a college employee willing to serve as the advisor for the club.
- Submit a written constitution and application to the Student Government Association. If the proposed club is affiliated with a state or national organization, the terms of affiliation must be clearly described in the request.
- A representative from the group must appear before the Student Government Association and petition orally for the charter.
- Approval of two-thirds (2/3) of the members of the Student Government Association is required.

To maintain active status and be eligible to receive student life funds each year, a club must meet the following requirements:

- Fulfill its stated purpose (from its constitution).
- By October 15, submit to the Director of Student Life:
 - Declaration to be Active Form and Membership Roster (including an officer list)
 - Revisions and/or amendments of the club's Constitution/Bylaws
 - Club Advisor Responsibility Form
 - Annual mission statement and goals form. These goals should include leadership development activities, educational awareness activities, social service/civic consciousness duties and student life activities.
- If these materials are not submitted or renewed, the club will not be eligible for funding for the year and will be moved to inactive status.
- In addition, each club will designate a student club member to participate as a Club Liaison to the student senate. The purpose of the club liaison would be to contribute communication throughout the academic year with the Student Senate and allow the Senate to assist each club with current events, questions or concerns that may arise within their club.
 - The liaison will be required to attend a fall Club Liaison Orientation meeting for their respective campus. Date and time of said meeting will be identified by the senate vice president and will be communicated to the club advisors and advertised throughout campus. The first meeting is an orientation to the club liaison process and it is essential that clubs attend this meeting for

STUDENT LIFE AND CLUBS

that purpose. If a club liaison is unable to attend the first fall senate meeting the club liaison must coordinate with the senate vice president to reschedule the meeting.

- The Club Liaison could then choose to participate as a liaison through the following process.
 - The liaison will be required to attend five (5) monthly meetings or submit five (5) summary reports to the senate vice president. All club meetings/summary timelines will be coordinated through the Vice President of each Senate and communicated to club advisors, club presidents and/or liaison representatives.

The College reserves the right to revoke the charter of any club whose members knowingly and willingly violate the policies and regulations of the College or which fails to comply with its own constitution.

Responsibilities of Club Advisor:

It is the goal of the college to have well-directed, meaningful activities for the student members of approved clubs. Therefore, it is expected that all club advisors will fulfill the following expectations and responsibilities: *(A signed copy of the Club Advisor Responsibilities Form must be submitted to the Director of Student Life, along with other required information, by October 15).*

- 1) Attend an annual fall advisor meeting and policy review with the Director of Student Life.
- 2) Assist the club in executing activities and events, unless alternative arrangements have been made; monitor club financial accounts; ensure travel requests are completed and submitted; and all necessary club documentation is current to keep the club in active status.
- 3) If the club is interested in completing a Fundraising Activity, follow protocol provided by the Director of Student Life.
- 4) Be knowledgeable and encourage compliance with the college's student code of conduct policy and make it available to students upon the first meeting of the club and/or revisit prior to travel activities.
- 5) Inform the Director of Student Life as soon as possible if a club disbands or becomes inactive.
- 6) Annual stipend payment for faculty will be processed after May 1. (Each club is limited to one stipend. If more than one advisor is identified, the stipend payment will be split equally.)

Failure to fulfill the advisor responsibilities, as indicated above, could result in future non-renewal of a club advisor position.

02.02.06 Adopted and Implemented

12.16.08 Revised

09.23.09 Revised

09.20.11 Revised

09.04.13 Revised

11.26.13 Revised

08.13.15 Proposed

11.16.15 Revised