

NORTH HENNEPIN COMMUNITY COLLEGE – OFFICE OF STUDENT LIFE

STUDENT CLUB/ORGANIZATION GUIDELINES

Students seeking officer positions and serving as officers within a recognized student organization must be currently enrolled students at the college, with a minimum of four credits. Student organization officers and members must be in compliance with the College's academic standards as outlined in the student planner. (College Policy II.01)

Students interested in establishing a club/organization must complete and submit two copies of the recognition form; one copy to the Student Senate and one copy to the Associate Director of Student Life. The organization will need to establish the following:

- Develop club/organization name
- Develop a purpose statement
- Explain some ideas or activities that will facilitate the organization purpose
- Identify the frequency of meetings
- Identify an advisor (must be NHCC faculty or staff). Student clubs and organizations are to identify a NHCC employee as an advisor. If the advisor is not a faculty member, the employee shall seek the approval of the employee's supervisor in advance.
- Identify a student main contact person
- Create a list of student participants
- A representative must contact the Associate Director of Student Life & the Student Senate to request to be on the Student Senate agenda for application approval
- The club/organization must establish a constitution. See the Student Life website or the Associate Director of Student Life for a sample copy. Submit the constitution to the Student Senate mid-semester.
- Members of the club/organization must be currently enrolled at North Hennepin Community College and be in good academic standing. Officers must have at least a 2.0 GPA.
- Clubs/organizations requesting money can complete a budget request form and submit it to Student Senate.
- Each club/organization must select a member to chair the meetings.
- Club/organizations are required to have 1 representative in attendance at all Student Senate meetings in accordance with the Student Senate Constitution.
- Clubs/organizations must submit a planned calendar of events to the Associate Director of Student Life for their organization, no later than the second scheduled Full Senate meeting. The clubs/ organizations must include one campus-wide event per year and submit an event evaluation form along with event summary to the Associate Director of Student Life within two weeks after the event.
- Clubs/organizations must submit minutes electronically within 2 days after each meeting to the Student Senate and to the Associate Director of Student Life.
- Clubs/organizations must submit their budget plan and a report of the previous year's activities to the Student Senate and to the Student Life Assistant. The reports and budget plans are due by February of each year in order to receive funding for the following year.
- All clubs/organizations must ensure that all meetings, programs, services, activities, and the materials associated with them are accessible. Remember to include the following statement on all posted materials: *North Hennepin Community College is a member of the Minnesota State Colleges and Universities System and an equal opportunity employer and educator. This document is available in alternative formats to individuals with disabilities by calling 763-493-0555 or through the Minnesota Relay Service at 1-800-627-3529. North Hennepin Community College's Disability Access Services office can be reached at 763-493-0555.* If you have any questions, please contact the Disability Access Service office at 763-493-0555.
- North Hennepin Community College is an equal opportunity, affirmative action, Title IX institution that provides access to education, service and employment, regardless of race, color, creed, national origin, age, sex, or disability.

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STUDENT CLUB/ORGANIZATION APPLICATION

Name of Organization _____

Student Name _____

Advisor Name _____

Student Email _____

Advisor Email _____

Student Phone _____

Advisor Phone _____

President _____

(First Name)

(Last Name)

(Email)

(Phone)

V. President _____

(First Name)

(Last Name)

(Email)

(Phone)

Secretary _____

(First Name)

(Last Name)

(Email)

(Phone)

Treasurer _____

(First Name)

(Last Name)

(Email)

(Phone)

Organization Purpose Statement: _____

Describe briefly some ideas or activities that will facilitate the organization fulfilling its purpose _____

List meeting dates, times & frequency of meetings _____

Please attach a list of student participant names, telephone numbers and email addresses.

Please submit form by email to the Associate Director of Student Life