

STUDENT ACTIVITY GROUP

RECOGNITION PROCESS

The purpose of the Student Activity Group Recognition Process is to provide support to Student Activity Groups, provide for a variety of privileges to help Student Activity Groups succeed, and to maintain a status of all Student Activity Groups on campus to further involve current and prospective students.

BETHANY LUTHERAN COLLEGE - STUDENT SENATE

The purpose of the Student Senate is to represent the students in all matters of concern to the student body and to serve as a liaison between the students, faculty, staff and administration.

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Introduction

The Student Senate is eager to see a variety of activities on campus and strives to support such activities. In an effort to better lend support to students and to see to the continued success of student activity, the Student Senate encourages all Student Activity Groups to seek recognition from the Student Senate.

Privileges of Recognition

All Student Organizations, Student Clubs, and Student Events are entitled to these privileges pending their official Recognition by the Student Senate.

- Represent themselves as being affiliated with the College
- Reserve rooms or space on campus for meetings, activities, displays or promotions
- Advertise events or activities on campus through posters, the campus newspaper, and other approved means
- Be represented in the Bethany College yearbook
- Request funds or assistance from Student Senate
- Maintain a financial account with the Business Office
- Potentially—given proper permission and availability—reserve audio/visual or Food Service equipment or services, or use other campus services (e.g. print or mail services) for group activities

Process of Recognition

All Student Organizations, Student Clubs, and Student Events are to understand and respect the official process of recognition by the Student Senate and the College President's Cabinet.

- Complete recognition form
- Hand in completed recognition form to a member of the Internal Affairs Committee
- Expect *at least* a 2 week processing time for Student Senate to present the recognition form and vote upon its acceptance
- Know that upon acceptance by Student Senate, all Student Activity Groups will require final approval by the College President's Cabinet.
- Notification of recognition or denial will be sent via email to the advisor of the Student Activity Group

Terms and Conditions

All Student Organizations, Student Clubs, and Student Events must adhere to these terms of conditions in order to maintain their Student Senate Recognition and to apply for and maintain Student Senate funding.

- All Student Activity Groups must respect the use of the college's name. Bethany Lutheran College reserves the right to determine how its Name is to be utilized in all Student Organizations.
- All Student Activity Groups must abide by the standards established in the Statement of Community Responsibility.
- Bethany Lutheran College Student Senate reserves the right to revoke *recognition* status of any Student Activity Group if circumstances deem it necessary to warrant this action.
- All Student Activity Groups must attend any mandatory meetings called by the Student Senate if necessary.
- All Student Activity Groups must adhere to the organizations approved constitution and by-laws.
- All Student Activity Groups adhere to all college policies as well as local, state, and federal laws.

Types of Student Activity Groups

There are three types of Student Activity Groups: Student Organizations, Student Clubs, and Student Events. In an effort to best serve each type of Student Activity Group, there are different Recognition Processes for each type of group. After determining what category your group falls under, refer to the listed page for the recognition process.

Student Organization

A Student Organization is sponsored in part by an academic division or department (e.g. Math or Science). The adviser is generally present at a majority of meetings and plays an active role in the direction of the organization. The organization hosts activities for the student body and/or the community at large.

Recognition Process

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Student Club

Any student group that does not fall under the organization criteria.

Recognition Process

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Student Event

Student Events are large-scale campus-wide functions not sponsored by an established Student Club or Organization. This type of Student Activity Recognition does not require a constitution.

Recognition Process

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Student Organization Recognition

Student Organizations are organizations which are part of Bethany Lutheran College, are student-run, and have a faculty or staff member assisting the organization. Student Organizations are typically more established, require more resources, and offer more opportunities for students. To apply for recognition or re-recognition as a Student Organization please fill out this page and return it to the Student Senate along with a community responsibility statement, a student activity advisor statement, a current constitution, a membership roster, and a detailed budget explaining all expenses and income.

Due Date for Recognition for the Current Academic Year: Packet should be submitted before February 1st

Due Date for Re-Recognition for the Following Academic Year: Packet should be submitted in the Spring semester by April 15th

1. Check your organization status:

- Pre-existing Senate recognized organization
- New organization seeking Senate recognition

2. State your organization’s full name:

1. Is your organization associated or affiliated with another department on campus:

- Yes, department: _____
- No

3. List your organization’s president and other officers and their respective positions:

4. Identify advisor *if he or she has changed.*

5. Attach constitution *if it has changed*.
 6. All Student Organizations must have a liaison from your group whom the Student Senate may contact. Please list your liaison here:
-

2. Return this completed form along with the following and submit to the Bethany Student Senate:
 Community Responsibility Statement Advisor Statement* Constitution* Roster

***Only necessary if the advisor or constitution has changed since the last academic year.**

Student Club Recognition

Student Clubs are clubs on Bethany Lutheran College's campus which are entirely student-initiated and student-run and are assisted by a faculty or staff in an advising role. To apply for recognition or re-recognition as a Student Club please fill out this page and return it to the Student Senate along with a community responsibility statement, a student activity advisor statement, a membership roster, and a current constitution.

Due Date for Recognition for the Current Academic Year: Packet should be submitted before February 1st

Due Date for Re-Recognition for the Following Academic Year: Packet should be submitted in the Spring semester by April 15th

3. Check your club status:
 Pre-existing Senate Recognized Club
 New Club Seeking Senate Recognition

4. State your club's full name:

5. Is your club associated or affiliated with another department on campus:
 Yes, department: _____
 No

6. State your club's purpose and/or mission statement:

7. List your club president and other officers and their respective positions:

8. State your organization's short-term and long-term goals:

9. Return this completed form along with the following and submit to the Bethany Student Senate:

Community Responsibility Statement Advisor Statement* Constitution* Roster

***Only necessary if the advisor or constitution has changed since the last academic year.**

Student Event Recognition

Student Events are large-scale campus-wide functions not sponsored by an established Student Club or Organization. This type of Student Activity Recognition does not require a constitution. Examples of Student Events include speeches, presentations, and convocations. To apply for recognition as a Student Event please fill out this page and return it to the Student Senate along with a community responsibility statement and a student activity advisor statement.

Due Date for Recognition for the Current Academic Year: Packet should be submitted before February 1st

1. State the name of the event:

2. Is your event associated or affiliated with another department on campus:

___ Yes, department: _____
___ No

3. Describe the intent and the goals of the event:

4. List the students involved with organizing the event:

5. List the location and date of the event along with all resources that will be used:

6. Return this completed form along with the following and submit to the Bethany Student Senate:

Community Responsibility Statement

Advisor Statement

Financial Guide

Mission Statement:

We, the Financial Affairs Committee, strive to judiciously allocate funds throughout the academic year to events, clubs, and organizations, while upholding the rules and regulations set forth by Student Senate and Bethany Lutheran College.

Overview of the Financial Affairs Committee:

The purpose of the Financial Affairs Committee of the Bethany Lutheran College Student Senate is to financially assist student groups in their pursuit of quality activities that provide enrichment not only for themselves, but also, for the entire college community. The Financial Affairs Committee shall be responsible for the yearly funding requests and yearly funding reviews.

Fundraising:

The Bethany Lutheran College Student Senate encourages Student Activity Groups to seek outside sources of funding, such as fundraisers and dues, to show a level of commitment on the part of the activity group's members. Collaboration between groups in planning and holding events is encouraged.

Groups connected with a department should look into potential funding from said department prior to requesting funds.

Qualifying for Funding:

- To be funded by Student Senate, the organization must be officially recognized by the Internal Affairs Committee and Student Senate.
- Senate may fund groups that are not open to everyone on campus as long as the group fits a 1:3 ratio.
 - The group must host at least one event that is open and well-advertised to the entire student body before they can receive funding for three exclusive events.

Requesting Funds:

- Funds must be requested by completing the Funding Request Form and delivering it to any member of the current Financial Affairs Committee in person or via their on-campus mailbox.
 - If the form is being delivered via mail, place it in an envelope and write the name of the committee member you wish to send it to on the outside and place it in the “on campus” mail slot.
- The Funding Request Form must be accurately filled out and turned in a minimum of 2 weeks prior to the event. Three weeks or more is preferred for full consideration of the request.
 - Please note, Student Senate’s general practice is that the Financial Affairs Committee receives and initially reviews any requests. The request is then sent before the entire Senate assembly for an initial hearing. The request is voted upon by the entire Senate no sooner than one week after the first hearing. Thus requiring a minimum of 2 weeks before approval.
- If funding is approved for an event, the club or organization must clearly include the statement “Made possible by the Bethany Lutheran College Student Senate” on any promotional materials.
- If a group wishes to get funding from the Student Senate for any extended travel purposes they must include a letter from their advisor that expresses why the trip is necessary and how it will be beneficial, as well as the standard Funding Request Form

Acceptable Uses:

- **Equipment:** Equipment that benefits the entire group and/or the student body at large may be funded by the Student Senate.
 - However, if the group dissolves, any purchased equipment must be returned to the Student Senate for possible re-allocation or liquidation.
- **Movies:** The only funding Student Senate may provide for movies is for the rights to show a movie open to campus. Caution - displaying movies without purchasing the ‘rights’ to show the movie in public is against the law, and could impact a club’s eligibility to request future funding from Senate.
- **Food:** Funding for food can be provided for special events advertised to the whole campus (i.e. speakers, cultural events, etc.). However, entire meals open to the campus cannot be funded in full.
- **Events:** Student Senate may allot funds to a group wanting to host events including—but not limited to—speakers, lectures, debates, and musical performances.

- o Funds granted for this purpose must be used for the event itself and not for the lodging or meals of the individual.

Unacceptable Uses

- **Personal items:** Personal items such as apparel, personal equipment, or anything purchased for members of the group to keep for themselves do not qualify for funding.
- **Direct Donations:** Direct Donations, regardless if they are charitable, will not be funded by the Student Senate.
- **Resale Items:** Funding will not be provided to a group that has the intent of purchasing items in order to re-sell them to profit a student or another organization.
- **Dues:** Student Senate will not pay for any dues set upon organizations.
- **Mission Contradictions:** Anything that contradicts Bethany's guidelines or mission will not be funded by the Student Senate.
- **Previous Purchases:** Student Senate will not reimburse a group for any purchases they made, or expenses incurred, prior to submitting their request.

Travel Expenses

- Travel expenses such as conference registration fees and hotel rooms are eligible for funding via price match fundraising
 - o If the request is approved, Student Senate will match any funds raised by the organization up to \$500.
 - Funds must be collected from individuals. Funds collected from any department are not eligible for price matching.
 - o If funding will be used for a hotel room, the group must submit evidence that they have found the most reasonable cost option, without sacrificing safety.
- Funding will not be granted to groups or individuals traveling for the purpose of receiving course credits.
- Student Senate may pay for travel expenses for groups using Bethany vehicles at the rate set by the Business Office up to \$200.

Post-funding:

- If funding was needed for an event, once the event is completed the group must complete an Event Evaluation Form detailing the success of the event.
- If any funds are remaining after the event, they should be returned to Student Senate immediately.
 - o Example: The Latin Club raises \$50 for their event. They also receive \$50 from the Student Senate. They only spend \$75 total. The remaining \$25 should be returned to Student Senate.

Penalties:

- If it is discovered that a group misused their allotted funds, they shall be subject to a penalty decided by the Student Senate.
- Groups that fail to complete a post-event evaluation within a week of the event shall be put on immediate financial probation until the form has been submitted.

Please contact the Financial Affairs Committee Chairperson, with any questions regarding funding. Any club or organization who feels they have a legitimate request but questions if it fits within the Senate’s Acceptable or Unacceptable uses, should consult with the Student Senate Financial Affairs Committee.

These guidelines are subject to the interpretation of the Financial Affairs Committee, and the Student Senate. Factors considered when reviewing the requests include but are not limited to: collaboration between groups, quality of planning for the event, outside fundraising done for the event, and precedent set by similar events. The Bethany Lutheran College Student Senate holds the authority to override the stated guidelines if the situation deems absolutely necessary.

Student Activity Group Funding Proposal

Student Activity Group Information

Full Name _____

Number of students in the activity group _____

Does your group receive funds from an off-campus group? If yes, what value will be received, and from whom? _____

Description of Events and Estimated Expenses

Description of expected events and their estimated expenses

Financial Summary with Totals

Total of All Expenses:	
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Income Total Here Including amounts from fundraising, department funding, and outside income	
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SUBTRACT INCOME FROM EXPENSES	
Total Budget Proposal	

Account Number (Contact the BLC Business Office if you are unsure of this) _____

Advisor's Signature _____ Date _____

Phone _____

E-mail _____

Statement of Community Responsibility

The members of _____ agree to uphold and abide by the following standards of community responsibility:

1. To abide by College policies, rules, and regulations;
2. That the premise, purpose, and activities of the Student Activity Group not be in conflict with the mission, vision, or values of Bethany Lutheran College;
3. To respect the dignity of the individual and protect the greater Bethany community;
4. That hazing in any form is prohibited and is not part of the organization's program, events, activities, or initiation;
5. That organization member will adhere to local, state, and federal laws and abide by regulations regarding copyright and licensing;
6. That membership is not limited on the basis of race, religion, or national origin, and the activity group does not discriminate in any way on such grounds;
7. That the activity group and its members will not sponsor any event nor act in any way which is actually or potentially offensive or harassing to individuals.

Signatures:

Presiding Officer: _____

Advisor: _____

Date: _____

Bethany Lutheran College

Introduction

Bethany Lutheran College is a Christian liberal arts college owned and operated by the Evangelical Lutheran Synod and committed to the teachings of the Bible as expressed in the statements of faith known as the Lutheran Confessions.

Our Mission

Bethany Lutheran College provides Christian higher education in a challenging academic environment where personal mentoring guides students to pursue knowledge, truth, and discernment for productive and fulfilling lives.

Our Purpose

Bethany Lutheran College engages students with the saving knowledge of Christ and assists them in developing their God-given talents and abilities for meaningful lives of service in the family, church, and society. A program of study grounded in the liberal arts and taught through the discerning lens of a Christian worldview equips students with knowledge, understanding, and adaptable skills.

Our Vision

...to produce compassionate graduates firmly grounded in Christian faith and teaching who **REFLECT CHRIST'S LOVE** with integrity, character, and unshakable values.

...to be a center for **EXCELLENCE IN ACADEMIC SCHOLARSHIP** and in all aspects of higher education

...to place a priority on **PERSONAL MENTORING** from faculty and staff to students

...to provide **OPPORTUNITIES** for students to identify and develop their God-given talents and abilities

...to positively impact the lives of students, faculty, staff, alumni, and supporters through a **CARING CHRISTIAN ACADEMIC COMMUNITY**

Our Core Values

- **COMMITMENT TO THE GOSPEL** - Because God's Son, Jesus Christ, has lived perfectly in our place and paid for all sins, God declares all people to be innocent in His sight, an innocence received by faith. Bethany therefore proclaims this GOod News to students that they may believe, and grow in faith and in the knowledge of Jesus as their sure hope for eternal life.

- **PURSUIT OF THE TRUTH** - Grounded in the liberal arts, the curriculum promotes a search for knowledge and wisdom by fostering independent critical thinking through the discerning lens of the Bible as the ultimate source of truth in order to support students' spiritual development, intellectual and creative growth, self-understanding, responsible citizenship, and lifelong learning.
- **FOCUS ON THE STUDENT** - The College places the spiritual, intellectual, physical, social, and emotional needs of the student first in all decisions, policies, and procedures.

Student Activity Advisor Statement

Bethany Lutheran College encourages faculty and staff to serve as Student Activity Group advisors. The College recognizes service as an advisor to student groups as an important contribution to the College community and involvement with College activities. In order to be a student organization "recognized" by the college, each group must have a faculty or staff advisor.

1. To be an advisor, you must be an employee of Bethany Lutheran College and not on sabbatical leave. If you are going to be gone for an extended period of time, it is your duty to assist your organization in finding a proxy.
2. The advisor should be aware of the Student Activity Group's meetings/events and should try to attend as often as is possible. If it is impossible to attend, the advisor should meet with the president or organizational leader to obtain a copy of the minutes of the meeting and follow-up.
3. The advisor should know who is on the executive board or who the organizational leaders are, and meet with them on a regular basis to establish a meaningful working relationship.
4. The advisor should be available as a resource for the organization.
5. The advisor should have an updated list of all members and their contact information.
6. The advisor should receive and review the Student Activity Group's financial reports monthly.
7. The advisor should be knowledgeable of the Student Activity Group's purpose and constitution to help the members abide by it.
8. The advisor should help the members develop self-responsibility and self-discipline; allowing the students to use skills they are learning in classroom experiences in addition to learning from mistakes.
9. The advisor should introduce new ideas and suggestions for programs.
10. While the extent and nature of the advising role may vary, advisory duties generally include:
 - a. Consulting with student leaders on programs, activities, and events
 - b. General oversight of the group's budget and finances

- c. Interpretation of College policies and procedures
- d. Signature authority for College vehicle reservation and use of funds

As a College employee, the advisor has a responsibility to both the college and the Student Activity Group. The advisor is expected to use his or her knowledge to inform the group and to discourage illegal, damaging, or embarrassing behavior. Such behavior could subject both the advisor and the College to loss of good name. The advisor is duty-bound to report any such activities to the Dean of Students Services. The presence and/or participation of a College advisor in no way relieves Student Activity Group members of their responsibility to abide by the law and expectations of the College, nor does the singular presence of the advisor constitute College approval of the event.

I, (PRINT) _____, understand the role of an advisor at Bethany Lutheran College as reflected above. I agree to serve as the advisor to (Activity Group's Name) _____ until further notice.

Signature: _____ Date: _____

Department: _____

Membership Roster

Name of Student Activity Group: _____

Student Name	Position (if applicable)	Phone	E-mail

***At least 5 names are required for initial recognition.**

Advisor Name: _____

Person completing this form: _____

Date: _____

HOW TO WRITE A CONSTITUTION

What is a Constitution?

A constitution is a written document that incorporates the organization's mission, principles, and rules. It also defines the way the organization will be governed to ensure fairness and confer information to its membership. A constitution should contain statements regarding the enduring aspects of the organization. Create your constitution so future leaders can maintain the successful organization you envision. Try not to be so vague when writing your constitution that future members of your organization are unable to reference it when issues arise or decisions need to be made (ex. "Other officers will be elected as needed or wanted"). On the other hand, try not to be so specific when writing your constitution that your organization is not allowed any flexibility to account for changing membership. (ex. "Meetings will be held every Thursday at 9 p.m. in Luther Hall"). Additionally, don't make assumptions that your group will not need or use something in the future just because you do not presently. (ex. "This organization will not have a budget"). Leave your group options. Items that are subject to frequent revisions should be included in the by-laws.

Using the Constitution Outline and Sample

On the following pages is an outline of a model constitution. Not all of the sections shown may pertain to your organization, and thus can be eliminated. Other aspects of your organization may not be covered in the examples provided and you may have to substitute them or add different sections.

Getting Help

As you begin to develop your constitution, the Student Senate strongly encourages you to meet with an advisor who works with student organizations to discuss the specific items you would like to have included in your constitution. If you have any questions, would like to meet with someone to talk about your organization's constitution, or would like to review a sample constitution, please feel free to stop or talk to the Dean of Student Services or a member of the Internal Affairs Committee of Student Senate.

SAMPLE CONSTITUTION

Constitution of (Name of Organization)

Article I. Name

Article I.1 *The name of this organization shall be _____*

Article I.2 *The organization is affiliated with _____ (Insert any national or local groups the organization is affiliated with. If there is no affiliation this section can be eliminated and name will be written without the section one title)*

Article II. Purpose

*The purpose of this organization shall be to _____
(This paragraph should highlight the general emphasis of the organization)*

Article III. Membership

Article III.1 *Membership in this organization is open to _____ (Insert qualifications for membership; list if there are any special requirements or restrictions.) State how membership is established (By election of current members, invitation, selection, or other method. If voting is how membership is established, state what vote is required, majority of members, unanimous, two-thirds, majority, etc.)*

Article III.2 *State how one maintains membership in good standing. Also, discuss if a member can be removed from the organization and if so for what cause and by what process.*

Article III.3 *When dues are required for membership, state how and when dues shall be collected. (Eliminate this section if no dues are collected.)*

Article IV. Officers

Article IV.1 *State what officer positions exist in your organization, and what requirements exist to hold office.*

Article IV.2 *State the duties and general responsibilities of each officer position i.e. set the agenda.*

Article IV.3 *State the term of office, how many vacancies in offices during that term may be filled, when the election will take place, and what vote it will take for the candidate to be elected into an office.*

Article IV.4 *State reasons why officers may be removed from office as well as the procedure for removing them.*

Article V. Meetings

Article V.1 *State the percentage of active membership needed for quorum, the number that need to be present to conduct business, how decisions are made and by what method. Such as simple majority, or two-thirds majority of membership.*

Article VI. Finances

Article VI.1 *State the source of funds. This may include dues, assessments, contributions, fundraising, etc.*

Article VI.2 *State methods of distribution for residual assets if the organization should dissolve, or who shall decide on the distribution. If funds come from Student Senate, they should be returned to Senate.*

Article VII. Amendments

Article VII.1 *State who can propose amendments and to whom they are submitted. State how much notice must be given to members for an upcoming vote, who may vote, and the vote needed to pass the amendments. State when the amendments take effect if they are passed.*

Date of Ratification: _____

(Remember to put the date of subsequent changes made by amendment to the constitution and the initials or name of the person responsible for updates at the end of the document.)