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.
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INTRODUCTION

The Student Senate is very 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. Student Activity Groups include Student Organizations, Student Clubs, and Student Events. Student Senate recognition carries with it several privileges geared toward helping student activities succeed.

This packet outlines the recognition and re-recognition process for the following Student Activity Groups: Student Organizations, Student Clubs, and Student Events. New Student Organizations, Student Clubs, and Student Events can be recognized at any time while which previously received Student Organizations and Student Clubs must be re-recognized at the beginning of each academic year. Funding requests for Organizations, Clubs, and Events require the Financial Request packet which can be downloaded online. You may also request a copy from the Financial Affairs Committee. Please refer to this packet as your guide to seeking Student Senate Recognition and contact the Student Senate Internal Affairs Committee at any time with questions you may have.

*This is just an example of the difference between Student Activity Groups. This is not intended to show a hierarchy of Student Activity Groups.
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
TERMS OF 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 go through a recognition or re-recognition process each academic year. This is essential to make sure that new officers of these groups are well-trained and to make sure that the College has current information for each group.

- 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 an All Student Activity Group if circumstances deem it necessary to warrant this action.

- All Student Activity Groups Events 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.

- All Student Activity Groups must maintain the proper files required by the Student Senate that includes a current listing of the organizations members, advisor, as wells as an updated constitution (Recognition Packet).
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

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. Currently there are only two student organizations on Bethany’s campus; the Bethany Activities Committee and the Lab Coffee Shop.

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STUDENT CLUB

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. There are three types of Student Clubs; Recreational Student Clubs, Student Athletic Club-Sports, and Academic Department Student Clubs.

Recreational Student Clubs i.e. Cross Terrain Sports Club, Scrapbooking Club
Student Athletic Club Sports i.e. Vikings Track Club
Academic Department Student Clubs i.e. Bethany Society of Royal Scientists

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STUDENT EVENT

Student Events are events which occur on Bethany’s Campus on a one-time basis. This type of Student Activity Recognition does not require a constitution. Examples of a Student Event are Relay for life or the Blood Drive.

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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 1) it to the Student Senate Internal Affairs Committee along with 2) a community responsibility statement, 3) a student activity advisor statement, 4) a current constitution, 5) a membership roster, and 6) a detailed budget explaining all expenses and income.

Due Date for New Recognition.......................................................................................................................... Anytime

Due Date for Re-Recognition........................................ Packet must be submitted by last Friday in September

1. State your organization’s full name:

   __________________________________________________________

2. State your organization’s purpose and/or mission statement:

   __________________________________________________________

   __________________________________________________________

3. State your organization’s short-term and long-term goals:

   __________________________________________________________

   __________________________________________________________

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

   __________________________________________________________  ______________________________

   __________________________________________________________  ______________________________

5. All Student Organizations must have a liaison from your group whom the Student Senate may contact. Please list your liaison here:

   __________________________________________________________

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

   Community Responsibility Statement    Advisor Statement    Constitution    Detailed Budget    Roster
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 1) to the Student Senate Internal Affairs Committee along with 2) a community responsibility statement, 3) a student activity advisor statement, 4) a membership roster, and 5) a current constitution.

Due Date for New Recognition.................................................................Anytime

Due Date for Re-Recognition..................................................... Packet must be submitted by last Friday in September

1. Check which club status you are:
   ____ Pre-existing Senate Recognized Club
   ____ New Club Seeking Senate Recognition

2. State your club’s full name:

3. Is your club or organization associated or affiliated with another department on campus:
   (i.e. Science club is affiliated with science department)
   ____ Yes
   ____ No

4. If Yes to number 3, which Department:____________________________________________________

5. State your club’s purpose and/or mission statement:

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

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

3. State your organization’s short-term and long-term goals:

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

   Community Responsibility Statement  Advisor Statement  Constitution  Roster
**STUDENT EVENT RECOGNITION**

*Student Events are events on Bethany Lutheran College’s campus which are entirely student-initiated and student-run and occur on Bethany’s Campus on a one-time basis. This type of Student Activity Recognition does not require a constitution. To apply for recognition or re-recognition as a Student Event please fill out this page and return 1) it to the Student Senate Internal Affairs along with 2) a community responsibility statement and 3) a student activity advisor statement. Events are intended to be event by event type activities. Examples include speeches, presentations, and convocations.*

Due Date for New Recognition

Due Date for Re-Recognition

2. State the name of the event:

3. Is your event associated or affiliated with another department on campus:
   
   ____ Yes  
   ____ No

4. If Yes to number 3, which Department:

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

6. List the students involved with organizing the event:

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

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

   Community Responsibility Statement  
   Advisor Statement
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. It ensures fairness and information to its membership. A constitution should contain statements regarding the enduring aspects of the organization. Items that are subject to frequent revisions should be included in the by-laws. The by-laws also should include the detailed procedures of a group’s daily functions.

Using the Constitution Outline and Sample
On the following pages is an outline of a model constitution and an example of a simple organizational 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.

Important Items to Remember
While you may know how “things go” in your organization right now, you will not always be a part of it. Create your constitution so future leaders can maintain the dynamic, 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 your do not presently. (ex. “This organization will not have a budget”). Leave your group options.

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. Reviewing this beforehand may save your from having to make drastic revisions during the recognition process. Sometimes looking at another group’s constitution can be helpful in preparation for writing your own. 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.)

Article III.2 State any special categories of membership.

Article III.3 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, etc.)

Article III.4 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.5 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.

Article IV.3 State information about the election timeline incorporating the voting date, voting methods – including any applications the candidates must complete, and what vote it will take for a candidate to be elected into an office.

Article IV.4 State the term of office, and how any vacancies in offices during that term may be filled.
Article IV.5 State reasons why officers may be removed from office as well as the procedure for removing them.

Article V. Meetings
Article V.1 State how often meetings are to be held. Describe how meetings are called and who is responsible for setting the agenda.

Article V.2 State the percentage of active membership needed for quorum, the number that need to be present to conduct business.

Article V.3 State how decisions are made and by what method. Such as simple majority, or two-thirds majority of membership.

Article V.4 State the provisions for special meetings. This should include who they may be called by, for what purposes, and how much notice members must be given for special meetings.

Article VI. Executive Board
Article VI.1 State who shall comprise the Executive Board or Committee
Article VI.2 State what the function and duties of the executive board or committee shall be.

Article VII. Committees
Article VII.1 State what standing committees shall exist (if any), what the duties and responsibilities of the committees are, and who serves on the committees.

Article VII.2 State the provisions for the creation or establishment of special committees.

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

Article VIII.2 State methods of distribution for residual assets if the organization should dissolve, or who shall decide on the distribution.

Article IX. By-Laws
Article IX.1 State how provisions for by-laws are to be established including how they are too prepared by and how they are to be announced.

Article IX.2 State who votes on them and what vote is needed to pass them.

Article X. Amendments
Article X.1 State who can propose amendments and to whom they are submitted. Also, discuss who reviews them.
Article X.2 State how much notice must be given to members for an upcoming vote. In addition, state who is eligible to vote on them and the vote that is needed to pass them.

Article X.3 State when the amendments take effect if they are passed.

Date of Ratification: ____________________________

Signature of Presiding Office: ____________________________

(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.)
STATEMENT OF COMMUNITY RESPONSIBILITY

The members of ______________________________________ agree to uphold and abide by the following standards of community responsibility.

A. To abide by College policies, rules, and regulations.

B. To respect the dignity of the individual and protect the greater Bethany community;

C. That hazing in any form is prohibited and is not part of the organization’s program, events, activities, or initiation;

D. That organization member will adhere to local, state, and federal laws and abide by regulations regarding copyright and licensing;

E. That membership is not limited on the basis of race, religion, or national origin and the organization does not discriminate in any way on such grounds;

F. That the origination and its members will not sponsor any event nor act in any way which is actually or potentially offensive or harassing to individuals.

G. Upon completion of the academic year a Post Event Review Sheet must be completed and turned into the Internal Affairs Committee.

Signatures: Presiding Officer: _________________________________

Advisor: _________________________________

Date: ________________
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, generally advisory duties 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 funds use.

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 (Organization’s Name) __________________________ until further notice.

Signature: __________________________ Date: __________________

Department: __________________________
MEMBERSHIP ROSTER

Date: __________
Name of Student Activity Group: _______________________________________

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*At least 5 names are required for initial recognition.

Advisor Name: ____________________________

Person completing this form: ____________________________