

Keep this page for your records

To Become and Remain a Recognized Student Organization at Lewis & Clark College...

1. **Review the list of student organizations** and see if there are other groups with similar goals or interests to yours.
 - a. If other groups exist that are similar to your, approach their leaders to discuss collaboration.
 - b. If there are no groups that exist to meet your interests, needs, and goals, continue to step 2.
2. **Meet with the Director of Student Activities** to discuss the student organization recognition process and get answers to your questions.
3. Find an **advisor** who is:
 - a. A member of the Lewis & Clark faculty or staff.
 - b. No on or planning a sabbatical or leave for the current year.
 - c. Familiar with Lewis & Clark's culture, policies, and resources.
 - d. Interested in and willing to support your group's mission, members, leaders, meetings, and activities.
4. **Identify two (2) primary student leader and budget contacts** for the group.
 - a. Student Activities knows that not all student organizations have the same structure, and the group's constitution will outline specific responsibilities of all officers. While shared leadership positions are welcome, Student Activities needs you to designate **two** primary student leader and budget contacts that can be trusted to receive and disseminate information on behalf of the group.
5. Review, complete and submit this **Student Organization Registration Packet** (including your organization's constitution (there is a sample outline at the back of this packet for you to follow)). Please make sure to only submit the required pages to Student Activities and retain the other pages for your organization's records.
6. Complete and submit supplemental **Risk Management Information Packet**. (Student Activities will contact you if this supplemental information is required.) Here is a list of topics that need to be addressed in your Risk Management Information Packet submission (if required).
 - a. Practice, competition, and activity locations (on and off campus).
 - b. Qualifications for a coach/instructor.
 - c. Steps taken prior to practices, competitions, and activities of the organization to ensure a safe environment.
 - d. List of unique risks associated with your club sport or activity and a list of the measures taken to address these risks.
 - e. List of type of medical supervision the organization plans to maintain for practices, competitions, and activities of the organization.
 - f. First Aid Kit.
 - i. Inventory of first aid kit's contents
 - ii. Name of person responsible for maintenance of the first aid kit
 - iii. Name of person responsible for ensuring the first aid kit is present at all practices, competitions, and activities of the organization
 - g. Emergency action plans for injuries, travel emergencies, and severe weather emergencies.
 - h. Travel and transportation guidelines covering modes of travel and travel procedures.
7. **Respond to communications** from Student Activities and the ASLC Student Organizations Committee when requested.
8. **Attend monthly student organization training dinner meetings**. These monthly trainings will include dinner and important training opportunities for student organization leaders. The monthly dinner meetings are hosted by the ASLC Student Organizations Committee and facilitated by Student Activities and Student Leadership and Service.
9. Continue to **use Student Activities staff as a resource** to answer questions as well as plan and implement meetings throughout the year.
10. **Notify Student Activities** via the Student Organization Contact Update form at go.lclark.edu/activity immediately **when any changes are made** to your organization's primary student leader and budget contacts and/or your organization's advisor.

Complete and submit this page to Student Activities

Student Organization Information

1. Organization Name: _____

2. Organization's Mission Statement or Statement of Purpose: _____

*Give a brief description of the organization's purpose and activities. Be as thorough and descriptive as possible.
Feel free to attach an additional sheet of paper if you run out of room.*

3. Organization's L&C email address: _____ @lclark.edu

- If your organization would like to have an @lclark.edu email address or if you need to have an existing email account's password reset, please check this box ☐
- If your organization would like space on the Lewis & Clark website, please check this box ☐
- If your organization would like to participate in a LiveWhale training workshop, please check this box ☐

4. Number of community service hours performed during the 2012-13 academic year _____

5. Amount of charity dollars your organization raised during the 2012-13 academic year _____

Primary Student Leader and Budget Contacts and Advisor Information

Contact #1

Name _____

Email Address _____ @lclark.edu

L&C ID# _____

(Cell) Phone Number _____

Contact #2

Name _____

Email Address _____ @lclark.edu

L&C ID# _____

(Cell) Phone Number _____

Advisor

Name _____

Email Address _____ @lclark.edu

Department _____

Phone Ext. _____

Complete and submit this page to Student Activities

Advisor Agreement

In requiring student organizations to have advisors, the College assumes that advisors will take an active role in the organization. The nature and style of that role is left to the determination of the organization and its advisor. The student organization advisor is primarily responsible for providing advising and guidance for the organization and act as a resource person. The duties and responsibilities of the advisor include, but are not limited to, the following:

1. Have concern for the ongoing function of the organization. This includes attending meetings or reading meeting minutes and being familiar with the group's constitution and practices.
2. Schedule specific times during which organization members may consult with you.
3. Serve as a resource person for planning events and programs, resolving issues confronting the group, and assist with orienting new members and leaders.
4. Encourage the organization to function within College guidelines and not condoning any activity that does not keep with the letter and spirit of College policy.
5. Remain aware of the organization's financial status and encouraging the maintenance of accurate financial records.
6. Encourage the learning process by remembering that it is the students' organization and they are free to make their own decisions.
7. Attend meetings for organization advisors when requested by Student Activities.
8. Provide a signature for any documents requiring an advisor's signature.
9. Be present on campus for the entire academic year, by not going on sabbatical or taking a leave of absence.
10. By reading this agreement in the process of the organization's recognition for the academic year, the L&C faculty/staff member certifies that they will fulfill the duties of a student organization advisor to the best of their ability.

I have ready and agree to abide by the Advisor Agreement.

Name: _____

Signature: _____

Organization Name: _____

Keep this page for your records

Guidelines Pertaining to ASLC Allocation Use

- Funds allocated for the 2013-2014 academic year can only be spent in that academic year. Funds that are not spent by *the last day of classes* will be returned to ASLC for future re-allocation.
- All deposits and expenditures are managed by the College, and in accordance with policies, rules, and regulations of the ASLC Student Organizations Committee, the College, and the Office of Student Activities. No organization receiving Student Fee monies may maintain an account with a local bank.
- Student Organizations are expected to follow the budget for which it was requested and approved by the ASLC Student Organizations Committee in accordance with policies, rules, and regulations of the ASLC Student Organizations Committee, the College, and the Office of Student Activities.
- Student Organizations are responsible for keeping track of their expenditures. Opportunities to learn about this process can be found at various training sessions throughout the academic year.
- All events **must** be **FREE OF CHARGE**, unless the Director of Student Activities has granted prior approval for non-profit fundraising efforts. The Director of Student Activities may also grant a waiver for special events where the monies collected are used to defray costs.
- All event and program publicity materials must state that the program is funded by the Associated Students of Lewis & Clark.
- Student organizations are strongly encouraged to collaborate and partner with other student organizations on programs and events. This allows for funds to be used more effectively and reduce the number of similar events happening on campus. Working together also allows for event planning responsibilities to be divided amongst the organizations, reducing the workload, while getting more people to attend and enjoy the event.
- No student organization may solicit donations as a non-profit organization without prior approval from the Dean of Students or designee. Organizations seeking approval for non-profit donations must submit a request with the assistance of the organization's advisor.
- The College reviews all spending by registered student organizations. If a group is found to have misspent appropriated funds, it will be subject to sanctions or disciplinary actions, according to the policies, rules, and regulations of the ASLC Student Organizations Committee, the College, and the Office of Student Activities.

Responsibilities of Primary Student Leader and Budget Contacts

- We are aware of and understand the policies, rules, and regulations of the ASLC Student Organizations Committee, the College and the Office of Student Activities and we will strive to hold our membership accountable to these standards.
- We affirm that neither the organization nor the leaders or members acting on behalf of the organization will represent themselves as official "agents" of Lewis & Clark College, and that any licensed Lewis & Clark marks will be used in accordance with College licensing procedures.
- We understand that we may not sign any contracts on behalf of our organization or Lewis & Clark College. The Director of Student Activities must sign all contracts.
- We affirm that our organization does not discriminate unconstitutionally in its membership practices or in its activities against any otherwise qualified person on the basis of age, disability, ethnicity, gender, national origin, race, religion, sexual orientation, or political affiliation.
- We understand that this organization is required to have a full-time faculty/staff advisor and is responsible for finding an advisor.

Keep this page for your records

Advisor Responsibilities

In requiring student organizations to have advisors, the College assumes that advisors will take an active role in the organization. The nature and style of that role is left to the determination of the organization and its advisor. The student organization advisor is primarily responsible for providing advising and guidance for the organization and act as a resource person. The duties and responsibilities of the advisor include, but are not limited to, the following:

- Have concern for the ongoing function of the organization. This includes attending meetings or reading meeting minutes and being familiar with the group's constitution and practices.
- Schedule specific times during which organization members may consult with you.
- Serve as a resource person for planning events and programs, resolving issues confronting the group, and assist with orienting new members and leaders.
- Encourage the organization to function within College guidelines and not condoning any activity that does not keep with the letter and spirit of College policy.
- Remain aware of the organization's financial status and encouraging the maintenance of accurate financial records.
- Encourage the learning process by remembering that it is the students' organization and they are free to make their own decisions.
- Attend meetings for organization advisors when requested by Student Activities.
- Provide a signature for any documents requiring an advisor's signature.
- Be present on campus for the entire academic year, by not going on sabbatical or taking a leave of absence.
- By reading this agreement the L&C faculty/staff member certifies that they will fulfill the duties of a student organization advisor to the best of their ability

Lewis & Clark's Mission Statement

The mission of Lewis & Clark is to know the traditions of the liberal arts, to test their boundaries through ongoing exploration, and to hand on to successive generations the tools and discoveries of this quest. By these means the institution pursues the aims of all liberal learning: to seek knowledge for its own sake and to prepare for civic leadership.

Lewis & Clark carries out this mission through undergraduate programs in the arts and sciences and postgraduate programs in closely related professions of education, counseling, and law. Lewis & Clark mounts these programs as both separately valid and mutually supportive enterprises. In all its endeavors it seeks to be a community of scholars who are alive to inquiry, open to diversity, and discipline to work in an interdependent world.

Core Themes

- We are a community of scholars vigorously engaging in learning, teaching, research, and creative inquiry.
- We are a community that integrates theory and practice within the overall educational experience.
- We are a community that commits itself to diversity and sustainability as dimensions of a just society.
- We are a community that cultivates leadership and engagement in a complex and interdependent world.

Constitutions

The process of writing a constitution clarifies your group's purpose, delineates your basic structure, and helps you build an effective group. The objective is to draft a document that covers these topics in a simple, clear, and concise manner. The constitution will give members and potential members a better understanding of what the organization is about and how it functions. An organization's constitution is the basis for the operation of the group. Each recognized student organization is required to have an approved constitution on record with the Office of Student Activities. Student organizations must abide by their constitutions for all operations and activities. The constitution should be arranged in an appropriate manner, with the following information listed under the articles.

- | | |
|-------------|---|
| Article I | Complete official name of the organization <ul style="list-style-type: none">• Choose the name wisely, as it is linked to many things and is difficult to change• If appropriate specify any variation of the official name or anachronism that the organization might use• When possible avoid using "Lewis & Clark College" as part of your name |
| Article II | Affiliation with other groups (on-campus, local, state, national, etc.) |
| Article III | Purpose and mission of the organization <ul style="list-style-type: none">• Start with the Mission Statement or Statement of Purpose that you already developed• Be clear, concise, and specific |
| Article IV | Membership requirements and limitations <ul style="list-style-type: none">• List of qualifications, requirements, rights, duties, and all other conditions for membership in the organization• If desired, include benefits and privileges of membership• Specify how membership may be resigned or terminated• Membership must be extended to all students without regard to espoused or perceived identities such as: race, color, creed, religion, sex, national origin, sexual orientation, age, or physical or mental ability |
| Article V | Leadership <ul style="list-style-type: none">• Titles• Duties and responsibilities• Method of selection• Qualifications for each position, if any• Term of office• Provisions for removal and resignation• Provisions for filling vacancies |
| Article VI | Advisor <ul style="list-style-type: none">• Lewis & Clark requires a faculty/staff advisor who shall be an ex-officio member with no voting privileges• Do not list a specific person's name, rather, a description of qualities or experiences• Method of selecting an advisor• Duties or responsibilities• Term of service |

Keep this page for your records

- Article VII Meetings
- Who can call meeting and with what type of notice
 - How often meetings occur
 - Who will set agenda, take minutes, and keep a record of both and how will they be distributed to members
 - Quorum (number of members required to be present to transact business at the meetings – usually a simple majority, do not list a specific number of members, rather a percentage)
 - For groups whose meetings will be primarily practice, rehearsal, or competition based keep in mind the need for special business meetings
- Article VIII Elections
- Method and frequency of elections or selection
 - All qualifications, requirements, or other conditions members must meet before they are eligible to take office
 - Specify who is eligible to vote in elections
 - Requirements for a vote to pass: percentage of approval (e.g., must pass by 2/3's or 51%)
- Article IX Transitions
- Method and frequency of transition procedures from outgoing to incoming leaders
- Article X Risk Management
- Process for dealing with safety and liability issues
- Article XI Amendments
- Process for proposing an amendment (who can do it and when)
 - Notice of timeframe required (e.g., consider tabling a vote for one week to allow members who were not present to review and attend the meeting to vote)
 - Voting requirements
- Article XII Ratification
- Who submitted the constitution for ratification
 - When was it ratified, and by whom
 - What were the requirements for adopting this constitution (constitutions usually require a 2/3 vote of the membership for adoption)

Now What? Develop a constitution for your organization and submit it (once it has been approved by the membership) along with the Student Organization Information, Primary Student Leader and Budget Contacts and Advisor Information, and the Advisory Agreement to Student Activities at your meeting with the Director of Student Activities. At your meeting with the Director of Student Activities everything will be reviewed and recognition of your organization will be determined.