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To Become 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 yours, 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 to receive answers to your questions.
3. Find an **advisor** who is:
 - a. A member of the faculty or staff from the College of Arts and Sciences (CAS).
 - b. No one 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 organization's mission, members, leaders, meetings, and activities.
 - e. Don't forget to ask your perspective advisor before you list them on your form and have them complete the Advisor Volunteer Service Agreement and submit it to Student Activities.
4. **Identify two (2) primary student contacts** for the organization.
 - 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 contacts that can be trusted to receive and disseminate information on behalf of the group.
5. **Identify a third student to serve as your student organization's finance contact.**
 - a. It is important that a third student serve as the organization's finance contact (they'll need to track expenditures, sign-off on check/reimbursement requests, etc.) to promote financial accountability and transparency.
6. Review, complete and submit this **Student Organization Recognition 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.
7. Upon request from Student Activities, complete and submit the supplemental **Risk Management Information Packet**.
8. **Respond to communications** from Student Activities and the ASLC Student Organizations Committee within forty-eight hours when requested.
9. **Attend mandatory (usually only once a semester) student organization orientation/training meetings.**
These meetings are important orientation/training opportunities for student organization leaders. The meetings are hosted by the ASLC Student Organizations Committee and facilitated by Student Activities. There is a lot of important information and guidelines that need to be communicated to all student organizations each semester. *These meetings are required for all student organizations to attend.*
10. **Meet with the ASLC Student Organizations Coordinator and/or ASLC Treasurer** when requested to discussion funding allocations.
11. Continue to **use Student Activities staff as a resource** to answer questions as well as plan and implement meetings throughout the year.
12. **Notify Student Activities** via the Student Organization Contact Update form found at go.lclark.edu/activity immediately **when any changes are made** to your organization's primary student leaders, finance contact and/or your organization's advisor. Failure to keep Student Activities updated on changes can result in possibly having your organization's funds frozen.

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. Organization's Facebook address: _____

5. Organization's Twitter and/or Instagram handle: _____

Primary Student Contacts, Finance Contact, 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 _____

Finance Contact

Name _____

Email Address _____ @lclark.edu

L&C ID# _____

(Cell) Phone Number _____

Advisor

Name _____

Email Address _____ @lclark.edu

Department _____

Phone Ext. _____

Lewis & Clark College
Office of Student Activities

Complete and submit this page to Student Activities

Advisor Volunteer Service Agreement

This Agreement is made between Lewis & Clark College ("College") and _____ ("Volunteer")

Advisor Service Responsibilities

Volunteer is interested in providing voluntary service at the College during the _____ academic year. Volunteer has offered to serve in this capacity with no compensation whatsoever. The responsibilities of the Volunteer include the following:

Volunteer shall serve as the Faculty/Staff Advisor for the _____ Student Organization. The volunteer will be responsible for the following ("Service 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. The duties and responsibilities of the advisor include, but are not limited to, the following:

- a) 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.
- b) Schedule specific times during which organization members may consult with you.
- c) Serve as a resource person for planning events and programs, resolving issues confronting the group, and assist with orienting new members and leaders.
- d) 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.
- e) Remain aware of the organization's financial status and encouraging the maintenance of accurate financial records.
- f) Encourage the learning process by remembering that it is the students' organization and they are free to make their own decisions.
- g) Attend meetings for organization advisors when requested by Student Activities.
- h) Provide a signature for any documents requiring an advisor's signature.
- i) Be present on campus for the entire academic year, by not going on sabbatical or taking a leave of absence.
- j) 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.

Terms and Conditions

The Volunteer agrees to the following terms and conditions

- a) The responsibilities and duties of the Volunteer shall be determined by the aforementioned Student Organization and the Office of Student Activities and shall be performed under the general supervision of the aforementioned Student Organization and the Office of Student Activities.
- b) The Volunteer will perform her/his duties in accordance with the College's personnel conduct policies, including without limitation policies concerning drug and alcohol use, smoking, non discrimination, and such other policies and guidelines as may be enacted by the College. Please review the College's staff conduct policies found on the Human Resources website as amended from time to time.

Termination

The Agreement is not a contract of employment and may be terminated by the College at any time before the end of the aforementioned period if the Volunteer is unwilling or unable to fulfill the Service Responsibilities or violates any of the aforementioned Terms and Conditions.

Accepted this _____ day of _____ 20____

Name of Volunteer: _____

Signature of Volunteer: _____

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Guidelines Pertaining to ASLC Allocation Use

- Funds allocated for the current 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, Student Activities, and the Associate Dean of Student Engagement. No organization 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, Student Activities, and the Office of the Associate Dean of Students.
- 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 the Associate Dean of Students.

Responsibilities of Primary Student Contacts

- We are aware of and understand the policies, rules, and regulations of the ASLC Student Organizations Committee, the College, Office of Student Activities, and Lewis & Clark College 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.

Responsibilities of Finance Contacts

- Track student organization expenditures and meet with the ASLC Treasurer regularly to ensure that your organization's records match the records ASLC is keeping.
- Review for accuracy and sign off on all Student Organization Reimbursement/Check request forms before they are submitted to the ASLC Treasurer.
- Attend all required student organization orientations, meetings and trainings.

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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.

Division of Student Life Mission Statement

The Division of Student Life empowers students to learn, lead, and engage the traditions of the liberal arts in the 21st century. As holistic educators, we partner with students through their development in academic and experiential learning, civic leadership and career development, diversity and inclusion, and wellness. We create an enduring community of belonging in which all students can take pride and realize their potential.

Office of Student Activities Mission Statement

Academics and involvement go hand in hand at Lewis & Clark as part of a balanced, engaging, and rewarding college experience. Through its programs and support of student organizations, Student Activities offers a variety of co-curricular programs that support both the College and Division of Student Life's mission statements.

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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• 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 |

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- 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 Electronic communication, websites, and social media
- _____'s email account(s) and website profile pages are hosted on Lewis & Clark College servers, but they are not an official Lewis & Clark College method of communication or webpage. The material contained in any email messages or on any sites and any links that they offer to other websites or social media have not been reviewed and are not approved, licensed, sponsored or endorsed by Lewis & Clark College. The College assumes no express or implied responsibility for any component of student organization email communication or websites, including content, presentation, usability, accessibility, accuracy or timeliness, nor any links directed from any email messages or sites
- Article XII 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 XIII 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 a submit it (once it has been approved by the membership of your organization) along with the Student Organization Information, Primary Student Contacts, Finance Contact, and Advisor Information, and the Advisor Volunteer Service 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.