

## **RESPONSIBILITIES OF THE CLUB**

Clubs receiving temporary or permanent recognition at St. Cloud Technical and Community College must comply with the following criteria. Any organization, which does not adhere to these criteria, may be reviewed by the Director of Student Life and Athletics and the Student Senate with the possibility of suspension or revocation.

1. The purposes and activities of both local and affiliated organizations are lawful and are not in conflict with College and State regulations.
2. Memberships of both local and affiliated organizations are open without regard to race, religion, national origin, sex or sexual preference, except where such discrimination is protected by State and Federal laws and constitutions.
3. St. Cloud Technical and Community College clubs should support and participate in all Student Senate sponsored events and activities. This would include, but not be limited to Student Senate meetings, club challenges, special events and blood drives.
4. Participating membership must consist of St. Cloud Technical and Community College students. Offices of the organization shall be open only to currently enrolled students of St. Cloud Technical and Community College who are carrying a minimum of six credits during each semester the student serves as an officer. Officer candidates must also be making satisfactory progress in all classes.
5. The activities of the organization contribute to the positive development and welfare of organization members. Acts, which create situations inconsistent with the organization's by-laws, policies or the policies of the College, will not be permitted.
6. The organization must have a St. Cloud Technical and Community College faculty or staff member as an advisor.
7. Bookkeeping and budgeting procedures must be developed:
  - Any and all funds/treasury, which belongs to the Club, must be maintained in an account at St. Cloud Technical and Community College.
  - A budget account number must be obtained through the Business Office.
  - Financial statements must be provided to the Director of Student Life and Athletics on request.
  - Information concerning disbursements of funds, if the organization dissolves, must be provided in the constitution of the organization.
8. At least three meetings of the club must be held each semester. The meetings must be open to all interested students and advertised on the video monitors and through posters throughout the campus.

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Club President

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Club Advisor

**SUBMIT THIS WITH THE PERMANENT RECOGNITION FORMS**