



CLUB

HANDBOOK

Your comprehensive guide to student organizations at Minot State University.



Minot State
UNIVERSITY®

Hello Advisors and Student Leaders,

Minot State University takes great pride in the variety and involvement of its Clubs and Student Organizations (CSO's). Clubs play an integral role in the education process and your group's events and activities will directly enhance academic and career preparation, cultural awareness, campus tradition, public service, leadership skills and personal growth.

Whether you are an advisor, club officer, potential member or looking to start a new campus organization, I am confident that this handbook will answer any initial questions you may have and guide you during your involvement with campus organizations. This handbook was developed as a resource for you. I encourage you to read through at your leisure and use it as a reference whenever needed throughout the year. Feel free to jot in your own notes and make it your own. It is a living document, and will grow as need

Lastly, please do not be afraid to ask questions! We are here to help, to see you succeed and to ensure you have all of the resources available to make a lasting difference on our campus. Thank you for your commitment to campus engagement!

Sincerely,

Aaron Hughes
Student Activities Coordinator

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STUDENT CLUBS & ORGANIZATIONS | Updated August 2013

Accounting Club
Arabic Club
Archery Club
Art Club
Augite
Beavers on Business
Beta Gamma Phi
Beta Theta Sorority
Campus Crusade for Christ
Campus Players
Chi Alpha
Club Biology
Collegiate DECA
Computer Science Club
Concert Band
Concert Choir
Criminal Justice Club
Dance/Cheer Team
Drumline
English Club
Entrepreneurship Club
Finance Club
French Club
Gaming Club
German Club
History Club
Honors Society
International Student Organization
Jazz Ensemble
Lesbian, Gay, Bisexual, Transgender,
Supporters & Questioning
Lutheran Campus Ministries
Media Ink
Men's Club Hockey
MSCOPE
MSU Inklings
Mu Sigma Tau Fraternity
National Assoc. for Music Educators
National Student Speech Language &
Hearing Association
Native American Cultural Awareness Club
Nursing Students Association
Organization of Athletic Training
Pacesetters
Phi Beta Lambda
Pi Omega Pi
PRSSA
Psychology & Addiction Studies
Red & Green (Student Newspaper)
Residence Hall Association
Rotaract Club
Student Council for Exceptional Children
Sigma Tau Delta
Sociology Club
Spanish Club
Student Ambassadors
Student Government Association
Student N.D. Education Association
Student Social Work Organization
Students in Free Enterprise
The Spine, Book Club
Women's Chorus
Women's Hockey Club
Young Democrats

WHAT IS A REGISTERED STUDENT ORGANIZATION?

A student organization is a group of students joined together by a common cause, interest or purpose. The general membership of a student organization may include faculty, staff, or community members' however; the students are responsible for the operation of the organization. Student organizations provide growth and leadership opportunities outside of the classroom in many ways and invite students to work together towards a common extracurricular goal.

There are a number of criteria that must be met for a group to be recognized as an MSU club or student organization in good standing:

- A current constitution (less than 4 years old) must be on file in the Student Activities office. Every four years, constitutions should be updated and resubmitted for approval.
- The organization must maintain a membership of full-time students which includes a president, vice president, secretary, treasurer (or equivalent titles) and at least one MSU faculty or staff advisor.
- Regularly scheduled meetings must be held throughout the semester.
- All Student Activities Fee (CSO) funds must be deposited in a Minot State University Business Office Account.
- Unless otherwise approved, membership to all organizations must be open to any MSU student regardless of race, creed, color, national origin, religion, age, sex, sexual orientation, handicap, veteran status, or other factors that cannot be considered lawful.
- The organization must uphold its responsibilities as outlined in the Minot State University Student handbook and other applicable University policies.

STARTING A NEW CAMPUS ORGANIZATION

Student organizations play an important role in student development on the campus of Minot State University. Forming an organization can be a challenging, but very rewarding process. To ensure success, the Office of Student Activities has designed a process that will help your group form a solid foundation so that your organization can flourish and provide valuable experiences to your fellow students. Follow these steps to get started!

(Note: If you are forming a campus club sport, you must schedule a meeting with the Vice President for Student Affairs at 701-858-3299 before proceeding with the following steps.)

1. Complete an application through the Office of Student Activities.
2. Select an advisor and provide a roster of ten students members.
3. Create a mission statement and a constitution. A sample can be obtained from the Student Activities Coordinator.
4. Schedule a meeting the Student Welfare Committee for approval of the club constitution. At that time, it will also be determined whether your organization is eligible for funding.
5. Request a campus account from the Business Office.
6. Request information regarding CSO dates & deadlines.
7. Be active and engaged in the Minot State community!

ROLE OF THE ADVISOR

The role of advisor is vital—advisors serve as mentors, counselors, allies, liaisons, and friends, called upon to give time, energy, commitment and enthusiasm. They play key roles in the development and continuation of student organizations. Though students enroll and graduate frequently, the club advisor maintains continuity within the organization from year to year, providing a sense of history for the organization.

Every registered student organization at Minot State University is required to have an advisor who is a current faculty or staff member. Faculty & staff are generally familiar with the policies and procedures of the college and can assist the students in the accomplishment of their goals and objectives by helping them to work smoothly within the framework of the University.

The specific roles and responsibilities of an advisor will vary from organization to organization, but the following presents a list of general responsibilities one may have.

DO

Be visible
 Know your limits
 Keep a sense of humor
 serve as a resource
 Allow the group to succeed and fail
 Promote high standards
 Respect University policies
 Be a spokesperson for the organization

DON'T

Know it all
 Be the leader
 Control the group
 Miss meetings or club events
 Be afraid to let them try new ideas
 Do all of the work for the group

CONDUCTING MEETINGS

Student organizations are encouraged to conduct monthly meetings each fall and spring semester. Meetings are one of the most important areas for determining the success or failure of the club. The following suggestions may help improve club meetings:

- Give notice of the meeting at least two weeks in advance. Include the date, time and location of the meeting as well as a friendly reminder of important items to bring or tasks to complete before the meeting date.
- Develop an agenda that is distributed to the membership.
- Designate a member to record minutes of the meeting. Publicly file meeting minutes.
- Start on time and end on time. Generally, meetings should last between 30-60 minutes. Members are more willing to attend if they know when the meeting will conclude.
- Be sure everyone has had a chance to become acquainted with each other and member roles. This will facilitate communication and empower new members to speak up.

Parliamentary Procedure is a method of organizing meetings and though sometimes intimidating or confusing at first, it can help topics progress, decisions to be made and meetings to ultimately run much more smoothly. The primary authority on parliamentary procedure is *Robert's Rules of order-Newly Revised*. The most important thing to remember about using parliamentary procedure is it should help, not hinder, how club meetings run.

SERVICE & LEADERSHIP OPPORTUNITIES

Minot State University takes a different approach to community service. At MSU, community service does not feel like a chore—it is energizing, impactful and even fun! The Center for Engaged Teaching and Learning (CETL) works to provide a variety of engagement opportunities intended to connect faculty, staff, and students to each other and to the greater community. Commitment to service is woven into academia, student organizations and every corner of campus life to develop responsible, respectful and engaged citizens.

Projects range from working in the Roosevelt Park Zoo, hosting a dodge ball tournament or 5K, or reading books in classrooms. Campus clubs and organizations have the unique opportunity to join together to create change. Learn firsthand the value of service, care, and compassion by starting

a service project in your organization to fulfill a community-defined need or by thinking on a global scale.

Contact CETL at 858-4040 or stop by Old Main 101 to learn about existing volunteer opportunities or work collaboratively to develop a special project tailored to your organization. Plus, not only will you get warm and fuzzy feelings from your time spent helping others, you can now add your accomplishments on your official transcript! To learn more about the Engagement Honor Roll, visit: <http://bit.ly/19mTppS> or contact CETL today!

CONSTITUTION GUIDELINES

The following guidelines were adopted by the Student Welfare and University Affairs Committee to assist clubs and organizations in writing constitutions. Each area must be covered in your constitution. Should you need assistance writing your constitution, making amendments, or questions regarding topics to cover, please contact the Student Activities Coordinator.

1. Name, Purpose, Goals
2. Membership Eligibility & Requirements
3. Organization Structure
4. Meetings & Elections
5. Amending the Constitution
6. Advisor Roles & Responsibilities
7. By-Laws
8. Financial Structure and Responsibility

A full sample constitution is available in the Student Activities Office and online at www.minotstateu.edu/sga should you need help starting the document.

CSO – CLUB FUNDING

One resource clubs certainly need for programming is money. A certain amount of financial backing is necessary for an organization to operate. Minot State University Student provides funding for registered clubs and organizations through Government Association's club allocation process. The primary purpose of Student Government Association's allocation process for University recognized organizations is to ensure that student activities and student life at Minot State University are enhanced by providing a subsidy to such organizations that will help cover operational costs.

All CSO dollars must be deposited into a campus account and clubs are allowed to submit two proposals each academic year, Fall and Spring semester. Each club should send one representative to mandatory CSO meetings to receive information on how to properly submit funding requests.

How Funding Works

1. Attend all CSO meetings, typically held within the first three weeks of each semester.
2. Submit your proposal digitally to sga@minotstateu.edu by the designated deadline.
3. You will be notified if your proposal has been approved or declined.
4. If approved, we wait until you submit your receipts before we transfer your funds to your campus account. (If you are approved for \$X and you only spend \$Y, we will only transfer the \$Y that you used, unused funding does not transfer each semester.)
5. Once funding is in said club's campus account you will use a voucher form to submit your receipts to the Business Office for reimbursement.

The following are guidelines to consider when proposing a funding request:

- Club funds are available to be used by student organizations to support programs and activities. No personal gain can be realized from these funds including stipends, paychecks or scholarships for members. (Please refer to the business office purchasing for allowable expenses: <http://bit.ly/198hq40>)
- The activity or event should benefit a large population, including a large sample of the student population and should generally be used within the city limits of Minot. (Trips may be considered based on club participation as well as committee digression.)
- The proposing club should be highly active in the community and engaged in the Minot State University campus.
- All funds should be spent within the academic year and receipts should be shown to the Vice President of Finance in the SGA office following the event. (Receipts should reflect the approximate proposed event estimate.)
- Please be aware that not all proposals will be granted. We would be happy to look at a rough draft of a proposal and answer any questions you may have to help you develop an appropriate and favorable proposal.

EVENTS & FUNDRAISING

Campus clubs and organizations are encouraged to host various social activities to benefit the student population. It is important to consult the campus calendar as well as the Student Activities Coordinator prior to picking a date for your event to secure a free date – visit the calendar

at: <http://www.minotstateu.edu/calendar/main.php> There are many other opportunities for clubs to co-host MSU Life events by contacting the Student Activities Office.

Sodexo Dining Services – Per the University’s contract with Sodexo Dining Services, all on-campus events are required to use Sodexo for catering needs. Contact Sodexo at 858-4465 or via the web: <http://misudining.com/index.html>

Room Reservations – Clubs & organizations are invited to use most campus facilities free of charge. Rooms can be reserved for meetings, forums or events by calling the Student Center Director. An advisor must be present at all club functions and some events may require additional security. Some reservations may entail other restrictions or guidelines—the Student Center Director or Student Activities Coordinator can help your organization secure any needed accommodations.

Fundraising – All clubs and organizations need funding to prosper and students are encouraged to increase club membership and treasuries through appropriate means. Fundraising efforts should be coordinated with the Student Activities Office to ensure campus policies are followed.

Sodexo and Barnes and Noble contracts forbid any organization from selling food or products in the Student Center, though bake sales and t-shirts can be sold in other buildings such as Old Main, Hartnett, Memorial and the Dome. Tables can be reserved through Plant Services for your event. Should your organization choose to sell anything containing the MSU logos, the design needs to be approved by the Marketing Department.

Fundraising Ideas could include:

- Bake Sale (sell candy, food, or other treats)
- Flower sales for special holidays
- Recycling drive
- Athletic events (dodge ball tournament, 5K)
- Silly contests (paper airplane, soap boat contests, etc.)

MARKETING YOUR ORGANIZATION & EVENTS

Whether you're looking to publicize and event, host a fundraiser, or sell a club t-shirt, you'll want to utilize the marketing outlets our campus has to offer.

Consider taking advantage of campus marketing opportunities such as: bulletin boards, sidewalk chalking, Facebook, digital screens on campus, online calendar, mailboxes, announcements, and newspaper ads. Contact the Student Activities Coordinator to learn about more marketing opportunities!

Naturally, bulletin boards are the most common—any poster free of poor language or imagery may be posted after approval by the Student Activities Coordinator. Posters with any alcohol or tobacco propaganda will not be approved. All posters must be adhered to designated bulletin board—tape on glass windows or doors will not be tolerated. Unapproved posters will be removed immediately. Be courteous of other organizations by not posting over another flier or removing a poster to make room for yours.

Need professional help publicizing your event? Publication & Design Services in Pioneer Hall can assist you in the design process if your club has a campus fund & department number through the Business Office. If your organization does not have a campus account, the Publication & Design Services office can still print your collateral for a discounted price.

CLUB EMAIL & CORRESPONDENCE

All campus organizations will be set up with an official email through the Office of Student Activities. Any correspondence shall be sent to that designated email and the advisor email address on file. It is important to check your inbox regularly as vital information regarding club status, funding and unique opportunities will be shared via that address.



Important Dates for Student Clubs & Organizations

August 23-31	All day	Welcome Week Events (Full schedule coming soon!)
August 28th	11-2PM	Fall Club Fair, Quad (Luau theme)

September – The first CSO meeting will be held within the first two weeks of Sept. Stay tuned!

September 13 th	4:30PM	Nominations for HC King & Queen are DUE
September 13 th	5:00PM	MSU Tailgating at Scheels – Games & Booths welcome!
September 14 th	9:00AM	Run or Dye 5K – Sign up as a club to run/walk/volunteer
September 19 th -20 th	11-2PM	Homecoming King & Queen ELECTIONS
September 21st	12-4PM	Homecoming Block Party, Loop
September 23-28	All day	Homecoming Week!
September 28 th	All day	Homecoming Parade, Tailgate & Game
October 31 st	5-8PM	Halloween at the Dome
November 23 rd	TBD	Feed My Starving Children Event

December – The first CSO meeting for SPRING semester will be within the first two weeks of December.

January 15th	11-2PM	Spring Club Fair, 2nd Floor Student Center
January 28 th	6-8PM	Penny Carnival, MSU Dome
April 5 th or 12 th	12-3PM	MSU at the Mall



Minot State University CSO Funding Proposal

Club Contact Information

Club/Organization Name		
	Total membership:	Yearly dues per member:
Contact Information	Name:	Phone:
Advisor Information	Name:	Phone:
Campus Account Numbers*	Department #:	Funding #:

**Must have a campus account to receive funding from Minot State University CSO.*

Funding & Fundraising

Are you funded by any entity including member dues, national organizations, private donors, etc.? If so, please indicate the organization and the amount of funding received.

Do you have any of your own fundraising activities planned? If so, please indicate the type of event as well as an estimated amount of money to be raised.

Club Participation & Campus Efforts

Please indicate the events in which you have participated. Also feel free to specify any other campus or community event in which you are a part of.

<input type="checkbox"/> Fall Club Fair	<input type="checkbox"/> Spring Club Fair	
<input type="checkbox"/> Homecoming Parade	<input type="checkbox"/> Homecoming Tailgating	<input type="checkbox"/> Block Party
<input type="checkbox"/> Pennies Carnival	<input type="checkbox"/> Halloween at the Dome	
<input type="checkbox"/> Late Night Events	<input type="checkbox"/> Other events / Specify below:	

Event Proposal

Please give a brief description of the proposed event. List and explain all activities or programs in which you are requesting funding for, including the amount requested for each. Please list separately each event and the amount requested per. Be organized and specific, including dates and locations where possible.

Total Amount Requested: \$

SGA: Total Amount Awarded:



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STUDENT CLUBS & ORGANIZATIONS | Club Inventory

The Club Inventory form is to be completed **each fall** to affirm each club or organization's continued presence on the Minot State University campus. This form determines your eligibility to apply for CSO funding and permits the Student Activities Office to maintain proper records of campus organizations.

Name of Organization: _____

National Affiliate: (if applicable) _____

Club Email: _____

Club Website/Facebook: _____

Advisor: _____

Advisor Email: _____

Active Membership: _____ Yearly Dues: _____

Date of Current Approved Constitution: _____

All constitution revisions must be digitally submitted to the Student Activities Office for approval by the Student Welfare & University Affairs Committee. Plan to revisit your current constitution regularly, as club constitutions on file should be no older than five years.

MEMBERSHIP REQUIREMENTS

GPA Requirement: _____ Members are Graded on Participation: Yes No

Is member participation noted on official student transcript? Yes No

Additional Monetary Requirement (Tuition, Supplies, Fees) _____

CAMPUS ENGAGEMENT

- | | |
|--|--|
| <input type="checkbox"/> Fall Club Fair | <input type="checkbox"/> Pennies Carnival |
| <input type="checkbox"/> Spring Club Fair | <input type="checkbox"/> Halloween at the Dome |
| <input type="checkbox"/> Homecoming Parade | <input type="checkbox"/> MSU:Life Event Partnerships |
| <input type="checkbox"/> Homecoming Tailgating | <input type="checkbox"/> Other events / Specify below: |
| <input type="checkbox"/> Block Party | |



Club Constitution Guidelines | Minot State University

The constitution is the heart of your organization. It is complete, all-encompassing and provides the structure by which your group will function. All student organizations recognized by Minot State University must include specific articles and statements that provide framework of the organization and secure a professional operating environment for the organization. Do not feel limited to the articles and statements below, as each constitution should be tailored to suit specific needs of the organization.

After the constitution is completed, use the check list below to ensure all necessary areas have been addressed. An electronic copy and a hard copy of your constitution must be submitted to the Student Activities Coordinator.

1. **The constitution has an appropriate title, title page or cover sheet.**
2. **Is your club affiliated with a national or state organization? IF YES: include. . .**
 - a. The types of control your national has over your local chapter?
 - b. The financial control your national has over your local chapter?
3. **Includes discrimination clause EXACTLY as stated in the sample constitution.**
4. **Explains how non-student members are recognized by the organization.**
If non-student members are allowed, note their voting privileges.
5. **Spells out that only MSU Students can obtain a club officer position.**
6. **Defines officer, advisor, and member roles & duties clearly.**
7. **Recognizes that all Student Activities Fee funds must be deposited in a Minot State University Business Office Account.**
8. **States that all changes in the constitution must be submitted to the Student Activities Coordinator and the Student Welfare & University Affairs Committee.**
9. **The entire document has been proofed for spelling and grammatical errors as well as formatted appropriately for ease of reading.**
10. **Has been voted on by the club membership prior to submission to the Student Welfare & University Affairs Committee.**

Aaron Hughes
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Student Success Center
701-858-3987 / aaron.hughes@minotstateu.edu

Sample Club Constitution

Minot State University

Date of Revision: June 4, 2013

Article 1: Name of Organization: "The name of this organization shall be (club name)"
Be sure to include any state or national affiliation. If there is an affiliation, be sure to include a statement covering types of control the higher organization has over the local chapter.

Article 2: Statement of Purpose

Use the points below to start your mission. Broadly define what it is you hope to accomplish. Clearly state the purpose of your organization and list the goals your organization hopes to accomplish. This is the singular most significant part of the document, as it is the mission statement of the organization. No organizations with highly similar purposes of those existing organizations will be considered for recognition.

- To promote interest in. . .
- To provide fellowship among students & faculty.
- To represent student needs and wants in regard to. . .

Article 3: Membership: "Membership in (*club name*) shall be open to all currently registered students at Minot State University." Then define membership options for non-MSU students. If non-student membership is recognized by your organization, it must be included that these associate members do not possess voting rights.

1. "All members belonging to (*club name*) agree to uphold the conduct defined in the current student handbook, recognizing they are a representative of Minot State University."
2. **Required:** No person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity within this organization based on the grounds of race, creed, color, national origin, religion, age, sex, sexual orientation, handicap, veteran status, or such other factors that cannot be considered lawful.
3. **Eligibility Requirements:** Requirements cannot be based on illegal discrimination. Acceptable requirements may include, but are not limited to:
 - Grade point average
 - Living in a certain residence hall
 - Special qualifications or completion of specified training

Article 4: Meetings

1. When, where, and how frequent will meetings take place.
2. Method of informing members of meetings must be clearly stated.
3. How many members are needed in attendance to conduct business?

Article 5: Finances

1. Dues shall be collected (each semester or yearly) and set by (whom).
2. All monies collected shall be deposited in a Minot State university Business Office account. Off campus accounts are highly discouraged for campus organizations.

Article 6: Officer Positions & Advisor(s): Write a few sentences describing which officers your club will have and how they represent students of Minot State University. The duties listed below are suggestions, you may add, edit or remove any to better suit your club.

1. President
 - a. Preside at and conduct all meetings, including construction of agenda.
 - b. Act as the official host & representative at campus functions.
 - c. Responsible for implementing legislation enacted by the organization.
 - d. Responsible to see that this constitution is adhered to.
 - e. Possess the power to call emergency meetings when necessary.
2. Vice President
 - a. Assumes duties of president, when necessary.
 - b. Assists president in coordinating activities.
 - c. Oversees committees of this organization
3. Secretary
 - a. Maintain accurate minutes of all meetings.
 - b. Responsible for correspondence to other organizations and individuals.
 - c. Maintain an accurate record of member attendance at all meetings.
4. Treasurer
 - a. Keep a record of finances of this organization.
 - b. Collect stated dues from each member.
 - c. Give a financial report at each meeting.
5. Faculty/Staff Advisor: Clubs & Organizations may choose to have more than one advisor, but **the primary advisor must be a current Minot State University faculty or staff member.**
 - a. How is the advisor chosen, and how often?
 - b. Qualifications to be chosen as advisor include. . .
 - c. Expectations of the advisor include. . .
 - d. Procedures for changing advisors.
6. Election of Officers
 - a. How are nominations made for officer candidates?
 - b. What requirements are necessary to hold an officer position?
 - c. In which month will these elections be held? It is typical of a university organization to hold elections each April to hire for the upcoming year.
 - d. How are elections facilitated?
 - e. How long are officer position terms? Term limits?

Article 7: Complaints, Removal & Vacancies

1. Formal Complaints/Discipline
 - a. What steps will be taken to carry out disciplinary measures?
 - b. How should formal complaints be addressed?
2. Removal
 - a. Violation of or disregard for any part of this constitution or the organization shall be grounds for removal charges against any of the elected officers.
 - b. Removal from office or general membership is based on what other conditions?
 - c. Removal proceedings may be initiated by any voting member.
 - d. State removal process of members (grounds for removal, procedure for removal, appeal notices, and how vacancies will be filled)

Article 8: Amendments

1. Any amendment(s) must be reviewed by the organization's advisor(s) before submission to the membership for vote.
2. Any amendment to this constitution must then be approved by (*what percentage*) vote of the members.
3. Once agreed upon by the membership, the revised constitution must be reviewed by the Student Welfare & University Affairs Committee to be recognized as the student organization's official constitution.