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# CLUBS AND ORGANIZATIONS GUIDE

## Introduction

The Dakota County Technical College (DCTC) Student Life Program provides opportunities for student growth through a variety of clubs, organizations, and activities. The Student Life Center on campus supports extra-curricular programming to supplement courses. Academic clubs (designed to further education and promote academic activities), civic, social clubs or recreational clubs (designed to promote socialization and recreation), as well as intramural sports and other student activities are part of Student Life and funded through student activity fees. The following guide is designed for students interested in forming or participating in a DCTC club or organization. For further information, contact the Director or Assistant Director of Student Life.

## Student Senate Role

The College President recognizes the Student Senate as the official representative of the students. With the exception of Phi Theta Kappa, the Student Senate has the exclusive right to charter all clubs and organizations at DCTC. The Student Senate recommends the Student Life budget to the President, and has jurisdiction over a variety of matters relating to student clubs and organizations.

A Student Senate officer is the liaison to each of the recognized clubs & organizations, and has the responsibility to:

- Serve as informational resource
- Attend scheduled meetings.
- Summarize club activities at weekly Student Senate meetings.

## Purpose

Student clubs and organizations shall contribute to the development of students through experiences that accomplish the following:

- Stimulate interest in current social, political, economic or cultural topics, and local events.
- Provide experience of working with groups.
- Provide activities related to classroom experiences.
- Develop professional ideals and standards through activities.
- Develop personal and professional friendships and associations.
- Develop leadership capabilities of members.
- Provide recreational experiences within the environment of the DCTC community.
- Allow members to exercise the responsibilities of citizenship.

## Privileges

Student clubs and organizations have the right:

- Of discussion, debate and assembly.
- To communicate and disseminate information through campus media.
- To assist staff in planning and conducting programs.
- To use campus facilities, services, buildings and property in conformity with college policies.



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## Membership and Establishment

- Only currently enrolled students may form or participate in a club or organization at DCTC.
- Each club or organization shall have a DCTC faculty or staff member serve as the club/organization advisor.
- Club/organization membership shall be open with no discrimination regarding race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, membership or activity in a local commission as defined by law.
- Permanent clubs and organizations shall have a charter (constitution and by-laws).
- The Student Senate has the exclusive right to approve or deny club or organization charters. Charters shall be on file with the Student Senate and the Director of Student Life.
- Clubs and organizations must meet a minimum of once per month.
- Clubs and organizations shall maintain a minimum of seven active members. Upon request, membership rosters, meeting minutes, and attendance records shall be made available to the Student Senate and the Director of Student Life.

## From the Student Senate, Director of Student Life, and Advisor

*The following steps must be completed in advance of club or organization purchase or expenditure:*

1. Submit Request for Funding form to Advisor then Director of Student Life before March 1st.
2. Complete a purchase requisition, and include:
  - Vendor Name, Address, Telephone Number, (if the vendor is an individual, also include the vendor's social security number and/or tax ID number)
  - Item, Quantity, Description (be specific, including name and date of the activity)
  - Vendor bid (two are required for most purchases)
  - Person making request (club advisor signature)
  - Approval signatures (Advisor/Director of Student Life)
3. The DCTC Business Office will create a Purchase Order (PO) upon receipt of a Completed Purchase Requisition. Vendors require a PO number for purchases. The PO is typically mailed directly to the vendor or, on occasion, may be hand-delivered in order to complete the purchase. In the event a vendor will not accept a PO to guarantee payment, consult with the Director of Student Life.
4. When a purchase is completed, the vendor will supply an invoice. This invoice needs to be submitted to the DCTC Business Office so final payment can be made.
5. Certain expenditures under Student Life funding are never allowed and include:
  - Gifts or parties for club or organization members, tuition reimbursements, donations, and alcohol.
  - DCTC is a tax-exempt organization, which means that sales tax is neither paid nor reimbursed on most purchases made by clubs or organizations. It is important to communicate this to all potential vendors to assure accurate quotes are given and accurate bills are sent. See the Director of Student Life if written proof of tax-exempt status is needed by a vendor.
6. If you have requested funds for a trip, your club or organization must give a presentation to the student senate no later than one semester after your return. If not, future funding requests will not be granted.



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## Funding and Expenditures

- Clubs and organizations are Student Life activities, and student activity fees are the primary source of funding.
- Student Life budgets are established in early spring for the following fiscal (July 1–June 30) year in accordance with the Student Life policy.
- Fundraising activities are limited and shall be approved by college officers and the Director of Student Life.
- Funds collected and spent by clubs and organizations shall be accounted for through a cost center in accordance with college policy.
- Club and organization expenditures require prior approval through the college advisor or the Director of Student Life.

## Programming

- Activities of a club or organization shall contribute to the positive development and welfare of the membership in general.
- Activities that create situations not consistent with policies and procedures of DCTC shall not be permitted.
- Clubs and organizations shall sponsor activities or events only with prior approval from the Director of Student Life.
- Clubs and organizations shall meet regularly during the academic year. Each club shall designate a representative to act as the liaison to the Student Senate.
- Upon request, Clubs and organizations shall provide a year-end report to the Director of Student Life.

## Provisional Club Status

All first year clubs are considered provisional

## Permanent Club Status

An existing or second year club or organization is considered permanent club status. Permanent club status enables clubs or organizations access to funding under the Student Life budgeting process, and to sponsor events and activities that are appropriate to the special interests of their organization under the auspices of DCTC. Shortly after being granted provisional club status, students who wish to pursue permanent club status must submit the following items to the Student Senate and the Director of Student Life:

- List of club officers, complete with addresses and phone numbers.
- Expectations and Responsibilities form — signed by the club advisor and the club president.
- A copy of the club charter/constitution and appropriate by-laws. If the club is affiliated with a national organization, the national charter/constitution and by-laws must also be submitted.

## Revocation of Club & Organization Recognition

The Department of Student Life or College Administration may revoke a club if any of the following occurs:

- A club or organization or advisor submits a written request to disband.
- A constitutional provision deactivates a club or organization as of a certain date.
- No record of activity exists for the previous academic year.
- A list of current officers or members is unavailable.



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## **Club & Organization Office Space and Facility Use**

The college provides clubs and organizations appropriate space for activities and events. Contact the Director of Student Life Center to access your specific area.

## **Student Travel & Accommodations**

Students traveling for college-related functions do so as representatives of DCTC and are required to adhere to college policies. A copy of the Student Travel form should be left with the Director of Student Life or the Student Life Assistant in case of an emergency. Overnight travel requiring room accommodations should follow the guidelines below:

- Book rooms in such a way to share/save expenses (four to a room).
- No guests (family members or friends) may share accommodations.
- An advisor must accompany students on all school-related functions.

## **Mailing, Printing, Copying and Advertising Services**

Services for mailing, printing and copying services are provided by DCTC and expensed to the clubs cost center. Please work with your Club Advisor or the Director of Student Life for assistance.

Clubs and organizations may advertise using campus media, including:

- Posters or Table Tents — contact the Assistant Director of Student Life
- E-mail — contact the Director of Student Life
- Community newspapers — submit requests to the Director of Communications
- Facebook — Contact the Director of Student Life