
STUDENT ORGANIZATIONS

Effective Date: January 8, 2004

Responsibility: VP Student Services

Amends Policy dated:

Policy Number:

Scope: Students

Student Organizations

1. Membership

The University College encourages students to join one or more academic department clubs, special interest clubs, or performing organizations on campus. However, membership in such organizations is voluntary.

2. Officers and Sponsors

Organizations must have at least a president and a treasurer. It may choose to have additional officers, such as vice president, secretary, and pastor. The president of the University College will appoint one or more sponsors to each organization. The sponsor will convene the first meeting of the organization soon after the beginning of the academic year for the purpose of electing officers. The sponsor will submit the list of elected officers, none of whom may be on academic probation, to the Campus Life Committee for approval.

3. Dues and Fees

Organization members must pay all dues and fees directly to the organization treasurer. They may not charge such expenses to their accounts.

4. Finances

The organization treasurer is responsible for collecting fees, issuing receipts, and accounting for the receipt and disbursement of funds. The treasurer must keep all cash on deposit at the Financial Records Office. Under no circumstances are treasurers to keep cash in their rooms or at home.

All expenditures of the organization shall be authorized by purchase orders signed by an organization sponsor and shall be paid through the Financial Records Office. If items are purchased by cash, reimbursement will be made only upon the presentation of receipts attached to an On Campus Invoice and signed by the sponsor.

Financial statements for the organizations are distributed to the sponsors on a monthly basis from the Vice President for Student Services.

5. Year-End Funds

At the end of each academic year all organization account balances, whether credit or debit, shall remain with the corresponding organization for the next academic year.

6. Dispersion of Funds at the Dissolution of an Organization

If an organization plans to dissolve and anticipates that it will have surplus funds at the time of dissolution, it should take an action in a general organization meeting providing for the disposition of such funds. The sponsor must provide a copy of such an action to the Vice President for Financial Administration and to the Vice President for Student Services. If the organization fails to designate the use of the remaining funds, the Cabinet of the University College will determine the disposition.

7. General and Committee Meetings

At least one sponsor must be present at each general organization meeting or committee meeting.

8. Functions

Organizations may not normally have more than one function per month, apart from regularly scheduled activities. All functions must be approved by the Campus Life Committee. Requests for functions involving food from the cafeteria must bear the signature of the Director of Food Services. Organization members who miss work appointments to attend a function must make prior arrangements with their work superintendent even if the Campus Life Committee has approved the function.

Prior to any function, the treasurer must obtain a quotation on the anticipated cost and ensure that the organization has adequate funds. The treasurer must present this information to the sponsor for final approval of the function.

The cafeteria will provide food for off-campus meals if the organization submits a request to the Director of Food Services at least two weeks prior to the date of the function.

9. Administrative Liaison

The sponsors of academic department clubs, special interest clubs, and the sponsors of performing organizations are responsible to the Vice President for Student Services.

Revised January 8, 2004