



Student Organization Recognition & Registration Packet

2009-2010

This packet includes information on how to start a new student organization and re-register an existing student organization.

Student Organization Packet

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Recognition and Registration of Student Organizations

Value of Student Organizations

Student organizations provide opportunities for students to broaden and enhance their academic experience on campus. Affiliations within student organizations can provide social, intellectual, political, cultural, spiritual, recreational, and professional growth to individual students.

Recognition vs. Registration

Recognition is the one-time process of applying to organize a student group. Any group of students wishing to become an official student organization must become a recognized group by Ai Minnesota Student Affairs. The recognition process may occur any time within the academic year.

Registration is the ongoing, annual process of updating organizational information. Student organizations are asked to re-register their student organization each fall, and are encouraged to continually update officer/advisor information throughout the academic year. Fall registration ensures the inclusion of student organizations in publications such as the Student Handbook and new student mailings. However, there is open registration throughout the year.

Why Register?

As members of Ai Minnesota community, student organizations are accountable for how their actions impact the community. This is especially true when the name of the school and the school's resources are being used. Registration is a way to ensure that student groups are using the school's name and resources in a manner that is fair and responsible.

No group of students shall use the name of Ai Minnesota in outside activities, thereby representing the Ai Minnesota, unless approved and authorized by the President's office (or the Office of Student Affairs). The name of the Ai Minnesota may not be used for unauthorized commercial purposes.

Benefits to Becoming a Recognized Student Organization

The benefits of being a recognized student organization include the following:

- Access to leadership training
- Use of school facilities (for meetings, events, fundraising, etc.)
- Publicity space within the school
- Resources from the Office of Student Affairs (workshops, conferences, etc.)
- Inclusion in information given to incoming new students and prospective students
- Inclusion in other official school publications
- Faculty or staff advisement
- Funding for activities if applicable

Responsibilities of Recognized Student Organizations

With benefits come responsibilities. An organization that fails to comply with the regulations set forth in this manual or with policies listed in the Student Handbook may be subject to loss of privileges and/or disciplinary action at the discretion of the Dean of Student Affairs or his/her designate.

Failure to abide by such policies may result in, but is not limited to:

- Loss of registered student organization status.
- Loss of use of school facilities for any purpose.
- Loss of school services or benefits.
- Loss of ability to sponsor or cosponsor events on or off campus.
- Loss of representation on an Ai Minnesota committee, or entity or activity on or off school property, where such participation would afford official representation.
- Loss of ability to promote itself on campus. This includes recruitment of members and advertising events of the organization anywhere on campus.
- Loss of funding, if applicable
- Other specific restrictions as seen appropriate by the Dean of Student Affairs or his/her designate.

If a recognized or unrecognized student organization fails to comply with federal, state, or city regulations or laws, the group may be subject to criminal or civil action. In addition, the club and/or individual members representing the club may be subject to school disciplinary proceedings as well. Remember, when an individual is acting as a representative of the organization, his/her actions reflect upon the reputation of the entire student organization and of the school. Any in-school or off-campus act considered inappropriate and/or any incident of misconduct that adversely affects the interests of Ai Minnesota and/or its reputation is prohibited and is grounds for disciplinary action.

Purpose of Faculty/Staff Advisor

Every student organization must have a full-time faculty or staff advisor to become a recognized student organization. The primary function of the advisor is to serve as a resource for the organization. Advisors will counsel and advise student organizations and also provide continuity for an organization as they can pass along valuable information regarding the history of the organization and its past accomplishments. An active advisor can improve the effectiveness of an organization while also assisting in the psychosocial development of the students they advise.

New Student Organization Checklist

Steps to becoming a new student organization!

- _____ Step 1: Decide on the mission of the organization.
Student organizations are required to have a mission statement that will be part of the constitution. Follow the "Building a Mission Statement" guide provided in this packet.

- _____ Step 2: Choose a name for your organization.

- _____ Step 3: Find an advisor
 Must be a current Ai Minnesota faculty or staff member.

- _____ Step 4: Create a constitution
Student organizations are required to have a constitution that governs the organization. Follow the "How to Create a Constitution" guide provided in this packet.

- _____ Step 5: Complete the student organization registration form.
Remember to have advisors and officers sign form.

- _____ Step 6: Create a membership list.
All members must be current students at Ai Minnesota in good financial, academic, and disciplinary standing.

- _____ Step 7: Submit all student organization registration materials.
Submit to Julie Kesterke, Student Development Coordinator in the Office of Student Affairs, Pence 209.

Approval!

The Student Development Coordinator will review the constitution and registration page. After review, the Student Development Coordinator will meet with members of the organization to discuss any concerns that may arise. If no concerns arise, the Student Development Coordinator will approve the registration of the student organization as "officially recognized" by Ai Minnesota.

If your student organization has been officially approved and recognized by the Student Affairs Office you will receive a letter of congratulations.

If your student organization has not been approved and recognized by the Student Affairs Office you will receive a letter stating so along with information and suggestions on how to become recognized.

Approval/Denial will be received within two (2) weeks of application submission.

Existing Student Organization Checklist

Steps to re-registering a student organization!

- _____ Step 1: Review past application materials including:
- Mission
 - Constitution
 - Officers
 - Advisors
- _____ Step 2: Make any and all necessary changes to original application.
- _____ Step 3: Submit a new list of officers and membership list
All members must be current students at Ai Minnesota in good financial, academic, and disciplinary standing.
- _____ Step 4: Submit all student organization registration materials.
Submit to Julie Kesterke, Student Development Coordinator in the Office of Student Affairs, Pence 209.

Approval!

The Student Development Coordinator will re-review the constitution and re-registration application. After review, the Student Development Coordinator will meet with members of the organization to discuss any concerns that may arise. If no concerns arise, the Student Development Coordinator will re-approve the student organization once again as “officially recognized” by Ai Minnesota.

If your student organization has been officially been re-recognized by the Student Affairs Office your advisor and primary officers (president, secondary leader and treasurer) will be notified via e-mail of this status.

If your student organization has not been officially re-recognized by the Student Affairs Office you will be notified via e-mail of this status, as well as information or suggestions on how to become re-registered.

Approval/Denial will be received within two (2) weeks of re-application submission.

Building a Mission Statement

A mission statement is a written paragraph or list of bullet points illustrating the organization's goals and purpose. Most mission statements have one common function: to guide the organization in making critical decisions that effect the direction of the organization.

When thinking about creating a Mission Statement for a student organization, it will be necessary to review the Mission Statement of Ai Minnesota and ensure that the student organization's purpose and goals are in alignment with those of Ai Minnesota.

Questions to Get You Started

What is the primary goal of this organization? To provide leadership opportunities? Opportunities to enhance social interaction? Opportunities for students to gain additional experience in the area of _____?

How will the activities of this organization benefit the student experience at Ai Minnesota? Will they enhance social responsibility? Respect for difference? Promote enhanced organizational skills? Provide professional networking opportunities? Don't limit yourself to these suggestions – there are many ways that an organization will contribute to the student experience!

Who is eligible to join the organization? – A target group can be identified i.e. all graphic design majors, but a statement of non-discrimination must be included.

Final Thoughts

A Mission Statement is a document that should be viewed as the written collective conscience of an organization. The overriding effect of a Mission Statement should be to have an organization reflect on "Why are we doing this activity? Does it contribute to the goals of the organization"? As an organization grows through time, the Mission Statement should be periodically reviewed to ensure that the organization is acting in accordance with the original purpose, or if needed, update the Mission Statement to reflect a new set of ideals.

The Student Development Coordinator and the staff in the Office of Student Affairs are available to help any student organization with developing a Mission Statement and can be reached at 612-656-6892 or jmkesterke@aii.edu

How to Create a Constitution for Your Organization

The constitution is the document that explains the details and workings of your club or organization. The following items must be included in your constitution. There is an outline you can follow below. If you need an example please come to the Student Affairs Office.

- Requirements for membership (ex. A student in good standing, with good attendance, a CGPA above 2.0, and no outstanding library fines)
- The clubs mission explaining the goals and purpose of the club
- Rules of the club (ex. Membership dues, attendance requirements, expectations of students)
- Student Officers (ex. Position descriptions and expectations, terms, and voting procedure)
- Meeting times and places (On-site or off-site)
- Description of recruitment and promotional plan – as a minimum, one quarterly recruitment effort is required (ex. Recruitment table on the first floor during the second week of school.
- Any existing pre-requisites from a professional group (these pre-requisites must be met by students and the club first)

Constitution Outline

Article I – Name

Article II – Mission Statement

Article III – Membership

Section 1: Definition of Membership

Section 2: Qualifications of Membership

Section 3: Duties of Members

Section 4: Duties of Executive Board

Section 5: Removal of Office

Article IV – Committee Structure (Optional)

Article V – Meetings

Section 1: Regular Meetings

Section 2: Location of Meetings

Section 3: Additional Meetings

Section 4: Quorum

Section 5: Voting

Article VI – Amendments

****Your constitution will need to be updated on a yearly basis. Please keep your constitution in a safe place so it can be updated easily. We recommend keeping a back-up copy with your advisor(s).****

Advisor(s)

The advisor(s) must be full-time Ai Minnesota faculty or staff.

(1) _____
Name Department Phone

(2) _____
Name Department Phone

Constitution

A typed updated copy of the organization’s Constitution must be on file with the Student Affairs Office. The Office of Student Affairs has a sample Constitution for groups who need to create or amend a Constitution.

Membership

Please attach a list of members for the upcoming term. Indicate additional officer titles, phone numbers, and e-mail addresses.

Signatures

All information listed on this application may be released to interested parties.

As the President and Secondary Officer of this organization, I am a full-time student at Ai Minnesota in good academic, financial, and disciplinary standing and will serve as the primary leader of this organization from _____ (month/year) to _____ (month/year). As a primary leader, I understand that I will be responsible for the collective conduct of members of this organization during organization activities/events. I also understand that it is my responsibility to lead the organization according to the stipulations of this document, the organization’s Constitution, and the policies outlined in the Student Handbook.

President’s Signature

Date

Secondary Officer’s Signature

Date

Advisor’s Signature

Date

Co-Advisor’s Signature (if applicable)

Date

For Student Affairs Office Use Only:

_____ Date Received _____ Approval Date _____ Letters Sent