

BY-LAW XIV: ORGANIZATIONAL GUIDELINES

Section 1. Recognition of Student Clubs

- A. **NCSA** defines all student clubs as any group of students organizing under a common purpose and do not satisfy the definition of an Organization as described in Section ?
- B. **NCSA** recognition of a student club does not necessarily entail affirmation of the ideals of that club. It does however, entitle an organization to specific privileges listed in Section 2. All necessary forms and information will be available in the **NCSA** office.
 1. Provisional recognition is granted to student groups by **NCSA** for the purpose of establishing formal organization of the group. **NCSA** may grant such provisional recognition upon the following conditions:
 - a. The group must submit to **NCSA** a “Letter of Intent to Organize” containing the following information:
 - (i) purpose and objective of the group
 - (ii) statement of need explaining how the group will benefit the college community
 - (iii) name(s) of the organizing student(s)
 - (iv) name(s) of the faculty or staff advisor(s)
 - (v) a preliminary draft of the constitution
 - b. College facilities may be used for organizational meetings; however, no other activities may be held prior to official recognition.
 - (i) proper reservation procedures must be followed to obtain use of college facilities
 2. To obtain official recognition, provisionally recognized student organizations must seek official recognition roughly one year after receiving provisional recognition by:
 - a. Appear before the senate to present the club’s purpose and current constitution
 - b. If the Senate rejects the official recognition, the organization shall maintain pre-recognized status for the period of one additional semester
 - c. At the end of the provisional period, the Senate shall vote again to grant the club official recognition
- C. Guidelines for Recognition
 1. A student organization is defined as a group with the majority (51%) of the membership consisting of Northland College students. The chief officer must be a full-time student. If membership is open to persons outside of the college campus community, a majority of the officers must be Northland students.
 2. Student organizations shall nominate and select members without regard to questions of sex, race, color, religion, disability, sexual orientation, national origin, or age, and that freedom shall in no way be restricted or modified by national or local constitution, by-laws, rituals, or any other controlling rules. Further, that freedom shall in no way be restricted or modified by national officers, alumni, advisors, or others from off campus

through exclusive privileges or recommendations, approval privileges, and veto power. Greek organizations are exempt due to the wording of legislation in Title IX.

3. Recognition will not be granted to any organization, whether national or local in origin, whose stated purpose, intent, or likely consequence of activities is disruptive to College policies.
- D. Continuing Recognition:
1. Continuing recognition will be granted by carrying out the following:
 - a. Submit to **NCSA** any changes in officers, advisor(s), meeting time and locations, or constitution.
 - b. Keep on file in the **NCSA** office a current copy of constitution or by-laws and national constitution if appropriate.
 - c. One member of each organization (preferable chief officer) must attend the Organizational meeting chaired by the **NCSA** Secretary.
 - d. **NCSA** maintains the right to request from organizations a summary of programs and activities.
 2. Continuing recognition will not be granted if the following apply:
 - a. any organization fails to comply with:
 - (i) its constitution
 - (ii) its stated purpose
 - (iii) College policy
 - (iv) **NCSA** By-Laws
 - b. A recognized organization will lose its status if it becomes inactive for a period of one year. Inactive” is defined as an organization which has no meetings, programs, activities, or fails to follow By-Law XIII, Section 1 (C). Organizations which have become inactive must follow procedures outlined in By-Law XIII. Section 1(A) to regain official recognition status.

Section 2. Privileges of Recognition

NCSA recognition provides student groups the privileges listed below (These privileges are subject to prior conditional approvals).

- A. The use of the College name in the organization’s name.
- B. The reservation of College facilities and designated bulletin boards.
- C. Lists of interested students resulting from interest surveys available to groups seeking members. Specific lists are available from the Organization Committee.
- D. The requesting of money from **NCSA** (see Section 4).
- E. The use of campus space for fundraising activities.
- F. The use of **NCSA**’s raffle license for fund raising (see Section 3, Subsection E).
- G. Sponsorship of events on the activities calendar.

Section 3. Fund Raising

College facilities are available to recognized student organizations for fund raising purposes under the following guidelines:

- A. Student organizations wishing to promote fund raising projects within the residence halls must secure approval from the Director of Residential Life.

- B. Funds derived from projects of student organizations must benefit the organization or its programs and not revert to individuals for personal use.
- C. Organizations desiring to sell food items on-site must secure approval from the appropriate department.
- D. Wisconsin anti-gambling laws are stringent relative to the sponsorship of a lottery or raffle. Based on legal interpretation of the laws by the Attorney General, the following criteria must be met in order that a lottery or raffle not be in violation of the law:
 - 1. Organizations may use **NCSA**'s raffle license for fund raising if they follow these guidelines:
 - a. A \$25 deposit is required for the use of the **NCSA** raffle license. This will be returned after **NCSA** has received the following information one week after the completion of the raffle:
 - (i) all tickets to be numbered
 - (ii) all tickets to be accounted for
 - (iii) sold ticket list and unsold tickets must be returned to **NCSA** upon completion of the raffle
 - (iv) prize and how it will be obtained, including dollar amount
 - (v) the reason for this information is outlined in Paragraph 3
 - b. The tickets must be identical and include the following:
 - (i) the number of the license issued by the Bingo Control Board;
 - (ii) the name and address of the sponsoring organization, not simply Northland College;
 - (iii) the ticket price;
 - (iv) a place for the purchaser to write his/her name and address;
 - (v) the date and place of the drawing
 - c. The price of the raffle tickets may not exceed \$5.00 each.
 - d. Only people authorized by the sponsoring organization may sell the tickets.
 - e. The tickets may not be sold more than 120 days prior to the drawing.
 - f. All drawings must be held in public.
 - g. All prizes shall be awarded. The purchaser of the ticket need not be present to win. Prizes shall be decided upon prior to the raffle.
 - h. All profits must go to the sponsoring organization, not for individual gain.
 - 2. **NCSA** obtained its raffle license from the State of Wisconsin, which has these guidelines:
 - a. The student organization must have been in existence for at least one year immediately preceding the application for a raffle license.
 - b. Two hundred (200) regular raffles may be run during a year.
 - c. Raffles must be approved by the Bingo Control Board, The Department of Regulation and Licensing, 1400 East Washington Avenue, Madison, WI 53703, or by calling (608) 267-7211.
 - d. A regular raffle license costs about \$25. The license will be issued within 30 days of application.

3. Laws that both the organization and **NCSA** must follow in order to comply with State Statutes:
 - a. There must be a financial report submitted by April 15 (therefore we need organization information before that date) to the Bingo Control Board regarding any raffles conducted. The following information must be reported:
 - (i) the number of raffles conducted
 - (ii) the receipts
 - (iii) the amount of prizes paid
 - (iv) the net profit or loss
 - b. If the above regulations are not complied with, the raffle license may be suspended or revoked. Also, there are criminal penalties of fines up to \$1,000 and imprisonment up to 30 days.
4. There will be a supervisor that needs to oversee the event.
5. The organization must comply with all Wisconsin raffle regulations.
6. At **NCSA**'s discretion, an organization may be granted more than one raffle per year.
7. The organization needs to inform the Organizations Committee chair so that he or she may coordinate with the raffle advisor.

Section 4. Financial Policies

- A. Purpose and Availability of Special Request and Allocated **NCSA** Funds
 1. **NCSA** has money available for all officially recognized organizations for items which positively affect the entire campus. The organization is obligated to make an effort to raise money to contribute to its ideas.
 2. **NCSA** has allotted a minimum of 75% of Special Request Funds specifically for officially recognized and pre-recognized student organizations.
 3. **NCSA** has allotted an Allocated Organization Funding line in its Annual Budget. The method of distributing such funds is explained in the Allocated Organization Funding Policy, on record in the **NCSA** Office, and is the responsibility of the **NCSA** Finance Board.
- B. Guidelines for Special and Allocated Funding Requests
 1. **NCSA** shall not fund any academic class.
 2. **NCSA** shall not fund any compensation or reimbursement for any organization or individual for activities prior to the approval of the funding request.
 3. Individuals are strongly discouraged from making funding requests of **NCSA**.
 4. **NCSA** shall not fund the salary of any individual through an organization.
 5. Special Funding requests must be submitted at least one week prior to the **NCSA** meeting at which they are to be presented. A Senator must review the funding request before being submitted and a report made by that Senator to the full Senate. There shall be no discussion of said funding request unless the reporting Senator makes a motion on that request.
 6. **NCSA** needs receipts on file in the **NCSA** office for every expenditure of **NCSA** funds.

- C. Criteria for Funding
 - 1. **NCSA** underwrites only events and materials that will benefit the campus community.
 - 2. **NCSA** will not be the sole source of funding for any group or event. The use of **NCSA** name does not imply the funding will be granted.
 - 3. The Special Funding Request Form is mandatory and must be filled out before either a Senator or the full Senate can consider a funding request.
 - 4. Organizations must hold at least one profitable fundraiser before submitting a special funding request.
- D. Special Request Funding Procedure
 - 1. Approval of the request requires a majority vote of a quorum Senate.
 - 2. Senate will make available a written reason for approval or denial of the funding request if asked to do so.
 - 3. The sponsoring organization assumes responsibility for payment of all bills incurred in the name of the event whether the funding request is approved or denied.
- E. Allocation Procedure
 - 1. Monies allocated by **NCSA** are granted on the basis of a majority vote of **NCSA** senators and/or in compliance with current **NCSA** By-Laws. **NCSA** will only fund expenses only up to the maximum amount agreed upon.
 - 2. Any expenditure over the agreed amount are the sole responsibility of the sponsoring group(s).
 - 3. Upon approval of the request, **NCSA** will need to know the following:
 - a. to whom the check should be made out
 - b. where the check should be sent
 - c. by when the check should be sent
 - 4. Should an organization become inactive, **NCSA** retains the right to any **NCSA** funds which have not been spent.
- F. Payment of Bills and Written Reports for **NCSA**-Funded Activities
 - 1. The sponsoring group will receive monies from **NCSA** in the form of an **NCSA** check, and at that time the group will receive a financial report. At least three (3) working days must be allowed for processing a check request. **NCSA** retains the right to make out the check at any time during those three days without questions from the group.
 - 2. Upon completion of the event, the sponsoring group will submit to the **NCSA** office a written financial report available on the event within two (2) weeks following the event, and all receipts accounting for the expenditures of **NCSA** monies. If this report and the receipts are not turned in within the specified 2 weeks, grounds for removal of recognition status exist. If no specific event occurs, a regular financial report must be filed at Midterm, the week prior to Finals, and once in the Spring term

Section 5. Community Service Guidelines

A service project is required of all recognized student organizations each long semester in order to continue to be recognized by **NCSA**. This requirement begins the semester following official pre-recognition by **NCSA**.

- A. Over one-half or six (6) of the organizations active members, whichever is more, must participate in the project the organization has chosen. Not all the required members need to be participating at the same time.
- B. Each group member participating must devote at least one (1) hour to the project, so the number of collective hours must at least equal the number of participating members.
- C. Each recognized and pre-recognized club is required to complete one (1) community service project during the fall semester and one (1) community service project during the winter semester. The community service project form must be turned in and approved by NVP (Northland Volunteer Program) and the NCSA secretary before the project takes place.
- D. Winter allocated funding will not be released if the club has not completed a pre-approved community service project during the Fall semester. Winter funding will be released upon completion of the Fall project.
- E. Failure to comply with Section 5 results in reconsideration of the organization's recognition.

Section 6. Advisors

- A. An advisor is normally a member of the Northland College faculty or staff. Where specialized needs exist, the Student Senate may approve a person not employed by the College as an organization advisor. Such persons, however, cannot represent Northland College.
- B. Every student organization must have an advisor in order to be officially recognized, but beyond that, advisors are important to organizations in several other ways. Specifically, their responsibilities include:
 - 1. attending at least one meeting of the organization each semester;
 - 2. meeting regularly with the chief officer of the organization;
 - 3. knowing the general financial status of the organization;
 - 4. being familiar with events and activities sponsored by the group, and seeing that they adhere to College guidelines and policies;
 - 5. serving as a resource person/trainer to the group;
 - 6. advising, but at the same time allowing freedom for organizations to plan and coordinate their own activities and programs;
 - 7. providing continuity in tradition and history of the group;
 - 8. helping members to develop self-responsibility and self-discipline;
 - 9. representing Northland College when dealing with, on or on behalf of, the organization (this cannot apply to an advisor who is not employed by the College)
- C. The following is a list of responsibilities of the organization members in regard to their advisor:
 - 1. notify the advisor well in advance of all organization meetings and activities
 - 2. meet with the advisor on a regular basis during the year
 - 3. allow the advisor an opportunity to express opinions which effect the welfare of the organization and the College
- D. Failure to comply with Section 6 results in reconsideration of the organization's recognition status with NCSA.