

# Student Clubs & Organizations Handbook

2024-25



*Together we empower people and communities to thrive through education, innovation, and experiences.*

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*This handbook is a tool to guide you. We encourage you to be creative -- make your LMC Clubs experience yours and unique. Campus Life is available as a resource, and we are here to help you!*

Disclaimer: Campus Life reserves the right to alter the content of this handbook and any policies or procedures related to student clubs at any given time during the year. If you have any questions regarding this handbook, please email us: [campuslife@lakemichigancollege.edu](mailto:campuslife@lakemichigancollege.edu)

## 1. Student Clubs 101

### Purpose of Clubs at Lake Michigan College (LMC)

Student activities and clubs enhance the overall student experience by providing learning experiences, promoting leadership, and fostering a sense of belonging. Clubs also serve as a resource for students to explore interests and values, while contributing to the campus community.

#### *Why get involved?*

Students get involved for a variety of reasons, and the beauty is that you get to decide your level of involvement and what you wish to gain! Here are some examples:

- Developing Soft Skills (responsibility, self-reliance, time management, teamwork, etc.)
- Leadership Skills
- Resume Builder
- Community and socialization – meet people with similar interests!
- Most of all... It's fun!

### What makes a Club or Organization?

Student organizations are typically a chapter of or affiliated with a nationally, internationally, or locally recognized group. Student clubs operate within the scope of the college, without an off-campus affiliation. *For the purposes of this handbook, we will refer to both categories generally as clubs.*

A registered Student Club at LMC can be defined as a group of **4 or more currently enrolled LMC students** who have come together around common interests and is recognized by LMC. Each club must register with Campus Life every year to be officially recognized by the College, typically in the fall semester. Clubs may be started later in the academic year, permitting all requirements are completed.

**Clubs are expected to abide by all LMC policies and procedures**, including those outlined by the [Student Code of Conduct](#), as well as federal, state, and local laws.

### Benefits of Being a Registered Club

LMC Clubs have access to many college resources and supports including:

- Support from Campus Life
- Collaboration with relevant LMC Departments
- Access to print and market your club events across campus and on the LMC calendar
- Ability to reserve and use LMC spaces for meetings & events
- A protected LMC account for Club funds
- Limited storage for club items

## 2. Registering a Club

### Requirements

- At least 4 students currently enrolled at LMC
- A club advisor, who must be an employee of LMC. *If you do not have a club advisor, please contact Campus Life and we will assist you!*
- Completed & approved paperwork submitted to Campus Life (see below)
  - Member Roster, Club Constitution, & Advisor Agreement Form
- If you are a new club, a short meeting with the Student Life Experience Specialist

### Registration Process

Campus Life requires all clubs, *new and existing*, to register their club each fall semester (or when applicable, if starting later). By registering, clubs renew access to club privileges granted by the College.

To register, ensure the following information is on file with the Student Life Experience Specialist in Campus Life:

- Name of Club
- Current list of members (Roster)
- Club Constitution which clearly outlines
  - Club objectives & purpose
  - Officer's roles & responsibilities
  - Statement of compliance & non-discrimination clause
- Meeting information and/or link to club page or channel, if applicable (for example, a discord page)
- Advisor Agreement Form

This information can be sent electronically to [campuslife@lakemichigancollege.edu](mailto:campuslife@lakemichigancollege.edu) or dropped off in hard-copy form directly to the Student Life Experience Specialist in the Hawk's Nest 2<sup>nd</sup> floor office. Failure to register your club will result in not having access to club privileges, including funding.

*Links to required forms below:*

|                                      |                                    |  |
|--------------------------------------|------------------------------------|--|
| <a href="#">Constitution Builder</a> | <a href="#">Member Roster Form</a> | <a href="#">Advisor Agreement Form</a> |
|--------------------------------------|------------------------------------|--|

*Note: If you are a new club, you will need at least one member (i.e. Club President) to meet with the Student Life Experience Specialist to discuss your club's registration.*

**Once your organization meets the registration requirements, it will be granted active status.**

Active status allows your club to take advantage of the benefits granted to clubs, including official recognition by the College.

*Note that such recognition does not imply that LMC is liable for the actions of an organization because of its association with the College. Furthermore, the student organization agrees to assume responsibility and hold harmless LMC, its trustees, employees, and agents for any and all liability which may result from actions conducted on or off campus.*

### 3. Roles in a Club

#### Member Eligibility

Club members must be currently enrolled students at Lake Michigan College and must meet the criteria stated in the organization's constitution.

*Membership provisions must not exclude anyone on based on age, color, disability, gender identity or expression, genetics, national origin, protected veteran status, race, religion, sex, sexual orientation or any other characteristic protected by federal, state, or local laws. Refer to [LMC's Non-Discrimination Policy](#).*

#### Officer Roles

Club officers are active members of the club and are responsible for providing leadership for the club, along with communicating with the club advisor. Clubs are free to outline the officer positions that best fit their group (such as 2 officers, or 4 officers, and so on).

Here are some examples:

- President: supervises all meetings, oversees planning, maintains club registration status & budget
- Vice President: assists president in oversight of the organization including fundraising, event planning, location of meetings
- Treasurer: prepares and monitors the club account/budget, tracks expenses
- Secretary: takes notes and meeting minutes, communicates information to members
- Chair: could be social, or academic – acts as a liaison between the club and LMC departments or recruits members, etc.
- Social Media Manager: Monitors discord channel or organizes group communication via social media

#### Club Advisors

Each registered club **must have an Advisor, who is an employee of the College**. The Advisor is critical to the club and serves as a role model for students. They help oversee and provide guidance for the club, in collaboration with its officers and members. The Advisor may also act as a liaison between the club and the College.

*If you do not have a club advisor, please contact Campus Life and we will assist you!*

Some of the main responsibilities of the Advisor may include:

- Assist students in formulating and/or revising the club's constitution
- Work with club officers to review and submit required documentation
- Be present, as time permits, at meetings
- Support officers and uplift ideas & serve as a resource to students
- Encourage and assist the club to carry out programs or service aligning with club's objectives
- Ensure funds are spent appropriately and legally; Approve all club expenditures and purchases
- Assist club with reserving campus spaces, as needed
- Aid in the recruitment of the club

Clubs have the following responsibilities to their advisor:

- Notify the advisor of all meetings and events
- Consult with the advisor on plans and before making any structure changes
- Understand that the advisor reserves the right to void any invalid election process or veto any expenditures
- Remember, the responsibility for the success or failure of club projects ultimately rests with the group, not the advisor.
- Acknowledge the advisor's time and energy; express appreciation
- State clearly and openly the expectations of the advisor, and give feedback

## 4. Funding & Resources

### Startup Funds

Startup funding is received after a club has submitted the required documents and has been approved by Campus Life. At that time, \$250 will be deposited into that club's assigned organizational account.

### Club Account

Each officially recognized club will be assigned an organizational code with the College for expenditures and revenues. Clubs wishing to make a deposit or purchase must contact Campus Life (or the Student Experience Specialist). **Off-campus accounts are not permitted.** The Advisor will monitor the club budget in collaboration with its Officers. The Advisor may contact Campus Life or the Business Office for an updated account balance.

### Making Purchases

Students should never make a club purchase with their personal money or card. All purchases must go through the Advisor and/or Campus Life. Funds should be used for purchases aligned with the goals of the club.

### Community Service

Clubs can receive \$200 for each community service opportunity their club completes, **with prior approval**, and provided that at least 4 members or half of the members (whichever is greater) participate. If at least 8 members participate in the service opportunity, the club can receive \$250 instead of the \$200.

Clubs may receive these allocations for maximum total of \$750 for the academic year.

*Note: Service needs to be active hours on campus or off campus interacting with the organization on site.*

Submit service hours through the [Community Service Notification Form](#) link and let [campuslife@lakemichigancollege.edu](mailto:campuslife@lakemichigancollege.edu) know you submitted an entry. Service can be submitted by the club advisor or the club president.

### Requesting Funds for Events

Student clubs may request additional allocation of funds for special projects when there is not enough money in the club's account to cover such expenses. These requests must be submitted to [campuslife@lakemichigancollege.edu](mailto:campuslife@lakemichigancollege.edu) accompanied by written justification, with the endorsement of the club advisor. Approval will depend upon the nature of the special project or event, the benefit to the total student body, and available funds.

## 5. Policies & Procedures

### Student Code of Conduct

All LMC students, including club members and officers, are expected to uphold the [Student Code of Conduct](#). Every student has the right to explore in a safe learning environment. No student is entitled to impede upon that right for any other LMC student.

### Scheduling & Reserving Rooms/Spaces

Clubs can reserve rooms through their advisor or the Student Experience Specialist. When using campus classrooms or conference rooms, an Advisor must be present. If an advisor cannot attend, clubs may use any public space on campus to meet without an advisor, such as the Hawk's Nest, Hall of Pride, etc.). Be sure to account for setup and cleanup, if applicable.

### Posting Flyers & Announcements

All posting must be approved by Campus Life. Clubs should submit a flyer to Campus Life which showcases their club (what is it, what do you do, when and where do you meet, etc.), to be posted in the Hawk's Nest.

### Travel & Field Trips

Clubs wishing to participate in a field trip must receive prior approval from Campus Life and complete the appropriate travel forms with their Club Advisor. Refer to the [College's Field Trips policy](#).

All students are expected to abide by the LMC Student Code of Conduct for the entire duration of any trip, including overnight stays, if applicable. Sanctions may be imposed upon any club or individual student found to have violated the Student Code of Conduct. Clubs in violation of the Student Code of Conduct may lose all privileges associated with being a student club.

### Semesterly Report Survey

A short survey will be sent out to the club's President and Advisor at the end of end of each semester to gather information on what meetings, activities, trips, or service the club has accomplished or participated in. It is required that one person complete the survey for continued club recognition.

### Summary, Links for Useful Documents:

[Constitution Builder](#)

[Member Roster Form](#)

[Advisor Agreement Form](#)

[Community Service Notification Form](#)

This handbook information is a tool to guide you. We encourage you to think outside the box and make your club experiences yours and unique. As always, remember Campus Life is available to you as a resource. We are here to help!