

Associated Students of



Clubs & Organizations Handbook



Student Activities- Clubs & Organizations Handbook

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Associated Students of the Northwest Indian College (ASNWIC)

Constitution

Article X- Student Clubs & Organizations

Section 1

The ASNWIC have the opportunity to form student clubs, organizations, or interest groups. All clubs and organizations must be open to all students without regard to race, color, gender, age, religion, political affiliation, ancestry, marital status, and physical or mental handicap.

Section 2

All campus clubs and organizations must be official recognized by the Executive Board of the ASNWIC. Requirements for recognition shall be included in the bylaws of the ASNWIC.

Section 3

Each recognized students club or organization is eligible to request annual monetary support by submitting a budget request to the NWIC Vice President for Finance. Groups may request monetary support for a specific project or program by submitting a funding request to the NWIC Vice President for Finance. A Funding Request is included in this handbook.

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Request for Recognition

Each year, any proposed student organization shall submit a Request for Recognition to the Student Executive Board- Vice President for Clubs & Organizations, and may be officially recognized if its purpose is in accordance with the objectives of the College.

Such a request includes:

1. The club Constitution, Bylaws, and goals of the club and/or goals of an organization.
2. The name of the club faculty/staff advisor.
3. The officer(s) of the club or organization.
4. Six (6) members to start and maintain a club or organization.
5. A yearly budget projection.

Funding requests for off-campus activities will be reviewed on a case-by-case basis.

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Quarterly Reports

At the beginning of each quarter each student club or organization shall submit a report to the VP- Clubs & Organizations.

The report will consist of:

1. Names of the officer(s), their title or position and the names of current members.
2. The name of your faculty/staff advisor.
3. A plan of previous and future activities.



Notification of Changes

Each student club or organization shall be responsible for notifying the VP- Clubs & Orgs of any changes in the required information as stated in section 1 and 2 of Article XI (Bylaws, Article XI, Section 3).

Regular Meetings

A club/organization representative shall attend a regular meeting chaired by the Vice President for Clubs & Orgs. Here they will give a report about the club/organization activities. They too must report on the quarterly meeting place, time, and also on current activities (Bylaws, Article XI, Section 4).

Dissolution of Club or Organization

Failure to provide the requested information to the ASNWIC Vice President for Clubs & Organization, as stated in Article XI, Sections 1, 2, and 3 may result in dissolution of said club or organization by the Student Executive Board and the redistribution of its assets by the budget committee (Bylaws, Article XI, Section 5).

Membership Eligibility

Membership in all clubs or organization must be open to all currently enrolled NWIC students without regard to race, gender, age, religion, political ideas or affiliation, national origin or ancestry, marital status, and physical or mental handicap (Bylaws, Article XI, Section 6).

A recognized NWIC club or organization must report to the NWIC Foundation office any effort to obtain funds from outside sources for club activities and events. Any donations received must be reported to the foundation office. When making a formal request for funding to an outside source.

The request must include the following:

1. Name of club.
2. Specific Event Title.
3. How much the club is requesting.
4. What the funds will be used for.



NWIC Student Activities and Leadership Activities Funding Request Form

Instructions: This completed form must be submitted to the Student Activities & Leadership Coordinator at least **(4)** weeks prior to the date of the event. The Coordinator will meet with the planner(s) of the event to review details and gather additional information as necessary. *No event funding will receive approval until the planners meet with the Coordinator and present to the Student Executive Board.* All activities must be sponsored by a recognized campus group, organization, or office/department.

Activity Name _____ **Sponsoring Group/Dept/Site** _____

Event Location: _____ Type of Activity: _____

Student Lead _____ **Phone/Email** _____

Event Monitor _____ **Phone/Email** _____
If different from group's primary advisor. must be college employee.

Facility Requested _____ **Date(s) & Time(s)** _____

Estimated Attendance: _____ **Admission Fee** _____

Will food be served? Yes No

Media Equipment Requested Sound System Microphone DVD Player VHS Player TV Cart
 CD Player Projection Screen Projector Other: _____

Funding Amount Requested: _____

Please provide a description for how the funds will be spent: _____

Please provide a description for how this event will benefit NWIC students: _____

Special Requests Performance Contracts Maintenance/Security Other: _____

Student Lead
Signature _____ Date _____

Group Advisor
Signature _____ Date _____

Student Activities Coordinator
Signature _____ Date _____

For Student Activities & Leadership Use Only
Submitted on _____ to _____ Facilities Request confirmed on _____ by _____
Media Request confirmed on _____ by _____ Special Request confirmed on _____ by _____