

STUDENT ACTIVITY GROUP *RECOGNITION PROCESS*

The purpose of the Student Activity Group Recognition Process is to provide support to Student Activity Groups, provide for a variety of privileges to help Student Activity Groups succeed, and maintain a status of all Student Activity Groups on campus to further involve current and prospective students.

Bethany Lutheran College

Introduction

Bethany Lutheran College is a Christian liberal arts college owned and operated by the Evangelical Lutheran Synod and committed to the teachings of the Bible as expressed in the statements of faith known as the Lutheran Confessions.

Our Mission

Bethany Lutheran College provides Christian higher education in a challenging academic environment where personal mentoring guides students to pursue knowledge, truth, and discernment for productive and fulfilling lives.

Our Purpose

Bethany Lutheran College engages students with the saving knowledge of Christ and assists them in developing their God-given talents and abilities for meaningful lives of service in the family, church, and society. A program of study grounded in the liberal arts and taught through the discerning lens of a Christian worldview equips students with knowledge, understanding, and adaptable skills.

Our Vision

...to produce compassionate graduates firmly grounded in Christian faith and teaching who **REFLECT CHRIST'S LOVE** with integrity, character, and unshakable values.

...to be a center for **EXCELLENCE IN ACADEMIC SCHOLARSHIP** and in all aspects of higher education.

...to place a priority on **PERSONAL MENTORING** from faculty and stage to students.

...to provide **OPPORTUNITIES** for students to identify and develop their God-given talents and abilities.

...to positively impact the lives of students, faculty, staff, alumni, and supporters through a **CARING CHRISTIAN ACADEMIC COMMUNITY**.

Our Core Values

- **COMMITMENT TO THE GOSPEL** – Because God's Son, Jesus Christ, has lived perfectly in our place and paid for all sins, God declares all people to be innocent in His sight, an innocence received by faith. Bethany therefore proclaims this Good News to students that they may believe and grow in faith and in the knowledge of Jesus as their sure hope for eternal life.
- **PURSUIT OF THE TRUTH** – Grounded in the liberal arts, the curriculum promotes a search for knowledge and wisdom by fostering independent critical thinking through the discerning lens of the Bible as the ultimate source of truth in order to support students' spiritual

development, intellectual and creative growth, self-understanding, responsible citizenship, and lifelong learning.

- **FOCUS ON THE STUDENT** – The College places the spiritual, intellectual, physical, social, and emotional needs of the student first in all decisions, policies, and procedures.

Student Senate

Introduction

The Student Senate is eager to see a variety of activities on campus and strives to support such activities. In an effort to better lend support to students and see to the continued success of student activity, the Student Senate encourages all Student Activity Groups to seek recognition from the Student Senate.

Privileges of Recognition

All Student Organizations, Student Clubs, and Student Events are entitled to these privileges pending their official recognition by the Student Senate:

- Represent themselves as being affiliated with the College.
- Reserve rooms or space on campus for meetings, activities, displays, or promotions.
- Advertise events or activities on campus through posters, the campus newspaper, and other approved means.
- Be represented in the Bethany Lutheran College yearbook.
- Request funds or assistance from Student Senate.
- Maintain a financial account with the Business Office.
- Potentially – given proper permission and availability – reserve audio/visual or Food Service equipment or services, or use other campus services (e.g. print or mail services) for group activities.

Process of Recognition

All Student Organizations, Student Clubs, and Student Events are to understand and respect the official process of recognition by the Student Senate and the College President's Cabinet:

- Complete the Student Senate Recognition Form.
- Submit completed recognition form to a member of the Internal Affairs Committee.
- Expect *at least* a 2 week processing time for Student Senate to present the recognition form and vote upon the acceptance.
- Know that upon acceptance by Student Senate, all new Student Activity Groups will require final approval by the College President's Cabinet.
- Notification of recognition or denial will be sent via email to the advisor and president of the Student Activity Group.
- If the club is not pre-existing, or has been inactive for at least one academic year, a representative will be required to be present at the Student Senate meeting where the club's application will be voted on.
 - The Internal Affairs Committee reserves the right to request the presence of a representative of any club seeking recognition if the chair deems the recognition of the club warrants further explanation.

Terms and Conditions

All Student Organizations, Student Clubs, and Student Events must adhere to these terms and conditions in order to maintain their Student Senate Recognition and to apply for and maintain Student Senate funding:

- All Student Activity Groups must respect the use of the College's name. Bethany Lutheran College reserves the right to determine how its name is to be utilized in all Student Organizations.
- All Student Activity Groups must abide by the standards established in the Statement of Community Responsibility.
- Bethany Lutheran College Student Senate reserves the right to revoke *recognition* status of any Student Activity Group if circumstances deem it necessary to warrant this action.
- All Student Activity Groups must attend any mandatory meetings called by the Student Senate if necessary.
- All Student Activity Groups must adhere to the organization's approved constitution and by-laws.
- All Student Activity Groups' executive board members must be students whose intention is to be enrolled at Bethany Lutheran College for the duration of the academic year.
- All Student Activity Groups must host a minimum of two events per semester in order to maintain recognition status.
 - An event is defined as any advertised activity that provides the student body at large with an opportunity to pursue knowledge or productivity, or engage in fellowship and fun in a God-pleasing manner.
 - A private or closed meeting to discuss or plan the affairs of the club would not constitute an event.
- All Student Activity Groups must adhere to all College policies as well as local, state, and federal laws.
- All Senate Activity Groups can create their own logos as long as they do not incorporate any Bethany Lutheran College logos, wordmarks, or seals.

Types of Student Activity Groups

There are three types of Student Activity Groups: *Student Organizations*, *Student Clubs*, and *Student-led Campus Activities*.

- Student Organization
 - A Student Organization is sponsored in part by an academic division or department (e.g. Math or Science). The advisor is generally present at a majority of meetings and plays an active role in the direction of the organization. The organization hosts activities for the student body and/or the community at large.
- Student Club
 - A Student Club is any student group that does not fall under the organization criteria. Clubs are entirely student-initiated and student-run and are assisted by a faculty or staff member in an advising role.

- Student-led Campus Activity
 - Student-led Campus Activities are large-scale campus-wide functions not sponsored by an established Student Club or Organization. This type of Student Activity does not require a constitution. Examples of Student-led Campus Activities include speeches, presentations, and convocations.

Financial Guide

Mission Statement

We, the Financial Affairs Committee, strive to judiciously allocate funds throughout the academic year to clubs, organizations, and campus activities, while upholding the rules and regulations set forth by Student Senate and Bethany Lutheran College.

Overview of the Financial Affairs Committee

The purpose of the Financial Affairs Committee of the Bethany Lutheran College Student Senate is to financially assist student groups in their pursuit of quality activities that provide enrichment not only for themselves, but also for the entire college community. The Financial Affairs Committee shall be responsible for the yearly funding requests and yearly funding reviews.

Fundraising

The Bethany Lutheran College Student Senate encourages Student Activity Groups to seek outside sources of funding, such as fundraisers and dues, to show a level of commitment on the part of the activity group's members. Collaboration between groups in planning and holding events is encouraged.

Groups connected with a department should look into potential funding from said department prior to requesting funds.

Qualifying for Funding

- To be funded by Student Senate, the organization must be officially recognized by the Internal Affairs Committee and Student Senate.
- Student Senate will not fund events that are not open to the entire campus.
 - Events with limited spots are permitted and are eligible for funding, but these spots should be filled on a first come, first served basis, not giving priority to members.
 - This excludes honor societies or other groups that are innately exclusive due to having some academic or athletic requirement for membership.
- Student Activity Groups must host one unfunded event before Student Senate will entertain a funding request.
 - This does not apply to events which are hosted during the first two weeks of each semester.

- Exceptions to this rule may be made on a case-by-case basis upon a written request submitted by the club's executive board or advisor.
- Student Activity Groups should make a reasonable effort to host events that are not funded by Student Senate. This effort will be taken into consideration when Student Senate is looking to approve requests submitted by the club.

Requesting Funds

- Funds must be requested by completing the Financial Request Form and delivering it to any member of the current Financial Affairs Committee in person, via email, or via their on-campus mailbox.
 - If the form is being delivered via mail, place it in an envelope and write the name of the committee member you wish to send it to on the outside and place it in the "on-campus" mail slot.
- The Financial Request Form must be accurately filled out and turned in a minimum of 1 week prior to the event.
- If the funding request exceeds \$100, a representative from the group will be required to attend the Student Senate meeting where the request will be voted on.
 - Student Senate reserves the right to request the presence of a representative for any request if they deem the nature of the request warrants further explanation.
 - Student Senates strongly encourages all Student Activity Groups to have a representative present for any financial request, even under \$100.
- If a group wishes to get funding from the Student Senate for any extended travel purposes, they must include a letter from their advisor that expresses why the trip is necessary and how it will be beneficial, as well as the standard Financial Request Form.

Acceptable Uses

- **Equipment:** Equipment that benefits the entire group and/or the student body at large may be funded by the Student Senate.
 - However, if the group dissolves, any purchased equipment must be returned to the Student Senate for possible re-allocation or liquidation.
- **Movies:** The only funding Student Senate may provide for movies is for the rights to show a movie open to campus. Caution - displaying movies without purchasing the 'rights' to show the movie in public is against the law and could impact a club's eligibility to request future funding from Senate.
- **Food:** Funding for food can be provided for special events advertised to the whole campus (i.e. speakers, cultural events, etc.). However, entire meals open to the campus cannot be funded in full.
- **Events:** Student Senate may allot funds to a group wanting to host events including—but not limited to—speakers, lectures, debates, and musical performances.
 - Funds granted for this purpose must be used for the event itself and not for the lodging or meals of the individual.

Unacceptable Uses

- **Personal items:** Personal items such as apparel, personal equipment, or anything purchased for members of the group to keep for themselves do not qualify for funding.
- **Direct Donations:** Direct donations, regardless if they are charitable, will not be funded by the Student Senate.
- **Resale Items:** Funding will not be provided to a group that has the intent of purchasing items in order to re-sell them to profit a student or another organization.
- **Dues:** Student Senate will not pay for any dues set upon organizations.
- **Mission Contradictions:** Anything that contradicts Bethany's guidelines or mission will not be funded by the Student Senate.
- **Previous Purchases:** Student Senate will not reimburse a group for any purchases they made, or expenses incurred, prior to submitting their request.

Travel Expenses

- Travel expenses such as conference registration fees or rental of Bethany vehicles are eligible for reimbursement.
- Funding will not be granted to groups or individuals traveling for the purpose of receiving course credits.
- Student Senate may pay for travel expenses for groups using Bethany vehicles at the rate set by the Business Office up to \$200.

Post-funding

- If funding was needed for an event, once the event is completed the group must complete an Event Evaluation Form detailing the success of the event.

Penalties

- If it is discovered that a group misused their allotted funds, they shall be subject to a penalty decided by the Student Senate.
- Groups that fail to complete a post-event evaluation within a week of the event shall be put on immediate financial probation until the form has been submitted.

Please contact the Financial Affairs Committee Chairperson with any questions regarding funding. Any club or organization who feels they have a legitimate request, but questions if it fits within the Senate's Acceptable or Unacceptable uses, should consult with the Student Senate Financial Affairs Committee.

These guidelines are subject to the interpretation of the Financial Affairs Committee, and the Student Senate. Factors considered when reviewing the requests include but are not limited to: collaboration between groups, quality of planning for the event, outside fundraising done for the event, and precedent set by similar events. The Bethany Lutheran College Student Senate holds the authority to override the stated guidelines if the situation deems absolutely necessary.

Statement of Community Responsibility

The members of Student Activity Groups agree to uphold and abide by the following standards of community responsibility:

1. To abide by College policies, rules, and regulations;
2. That the premise purpose, and activities of the Student Activity Group not be in conflict with the mission, vision, or values of Bethany Lutheran College;
3. To respect the dignity of the individual and protect the greater Bethany community;
4. That hazing in any form is prohibited and is not part of the organization's program, events, activities, or initiation;
5. That the organization members will adhere to local, state, and federal laws and abide by regulations regarding copyright and licensing;
6. That membership is not discriminated on the basis of sex, color, age, national origin, marital status, familial status, pregnancy, citizenship, creed, genetic information, disability, veteran status with regard to public assistance, membership in a local human rights commission, or other categories protected by law.
7. That the activity group and its members will not sponsor any event nor act in any way which is deemed actually or potentially offensive or harassing to individuals.

Student Activity Advisor Statement

Bethany Lutheran College encourages faculty and staff to serve as Student Activity Group advisors. The College recognizes service as an advisor to student groups as an important contribution to the College Community and involvement with College activities. In order to be a Student Activity Group "recognized" by the College, each group must have a faculty or staff advisor. To be an advisor, you must be an employee of Bethany Lutheran College and not on sabbatical leave.

1. The advisor should be aware of the Student Activity Group's meetings/events and should try to attend as often as is possible. If it is impossible to attend, the advisor should meet with the president or organizational leader to obtain a copy of the minutes of the meeting and follow-up.
2. The advisor should know who is on the executive board or who the organizational leaders are, and meet with them on a regular basis to establish a meaningful working relationship.
3. The advisor should be available as a resource for the organization.
4. The advisor should have an updated list of all members and their contact information.
5. The advisor should receive and review the Student Activity Group's financial reports monthly.
6. The advisor should be knowledgeable of the Student Activity Group's purpose and constitution to help the members abide by it.
7. The advisor should help the members develop self-responsibility and self-discipline; allowing the students to use skills they are learning in classroom experiences in addition to learning from mistakes.
8. The advisor should introduce new ideas and suggestions for programs.

9. While the extent and nature of the advising role may vary, advisory duties generally include:
 - a. Consulting with student leaders on programs, activities, and events.
 - b. General oversight of the group's budget and finances.
 - c. Interpretation of College policies and procedures.
 - d. Signature authority to College vehicle reservation and use of funds.
10. If you are going to be gone for an extended period of time, it is your duty to assist your Student Activity Group in finding a proxy.

As a College employee, the advisor has a responsibility to both the college and the Student Activity Group. The advisor is expected to use his or her knowledge to inform the group and to discourage illegal, damaging, or embarrassing behavior. Such behavior could subject both the advisor and the College to loss of good name. The advisor is duty-bound to report any such activities to the Dean of Student Services. The presence and/or participation of a College advisor in no way relieves Student Activity Group members of their responsibility to abide by the law and expectations of the College, nor does the singular presence of the advisor constitute College approval of the event.

