

# Student Association Registration - Request Form

Thank you for your interest in starting a Student Association!

Getting involved and organizing a student group is a great way to connect with fellow students, develop leadership skills, discover new interests or share your passions with the College community!

Student Association Requirements - Before you begin this form, be sure you have the following criteria met as they are required of all Student Associations.

Six Saint Paul College students interested in joining the Student Association.

A faculty member that would serve as the group's advisor (approval from Dean required).

A constitution that outlines the group's purpose and function. Use this template as a guide.

Student Association Registration - Request Form Details - There are three components to the request form the Student Senate needs to be received in order to be considered for recognition.

Student Association Registration - Request Form (You are currently filling this out.)

Student Association Registration - Advisor Agreement (Embedded and automatically sent with this form.)

Student Association Registration - Dean's Approval (Embedded and automatically sent with this form.)

Once the Executive Board receives all of these components, they will present your request to the General Assembly for recognition. Once approved, you will be a recognized group that has access to funds, meeting space, and other Student Life and Senate resources!

If you have any questions about completing this form or Student Associations, please contact any of the following:

Student Senate - Room 1170 | senate@saintpaul.edu | 651-846-4084

Office of Student Life - Room 1170 | student.life@saintpaul.edu | 651-846-1659

## Student Association Information

Student Association Name [Required]

Student Association Purpose [Required]

Please explain the group's focus and how formal recognition would benefit the College community.

President Information [Required]

Please enter name, email, and ID#.

Default: Name, Email, ID#

Treasurer Information [Required]

Please enter name, email, and ID#.

Default: Name, Email, ID#

Secretary Information [Required]

Please enter name, email, and ID#.

Default: Name, Email, ID#

Advisor Email [Required]

Valid input:

- name@myschool.edu

## Expectations & Responsibilities - College Community

### Expectations & Responsibilities to the Saint Paul College Community [Required]

The purpose and activities of both campus and affiliated Student Associations are lawful, and the purposes and activities of the group are not in conflict with campus, local, state and federal policies, regulations and ordinances.

Memberships of both campus and affiliated Student Associations are open without regard to race, ability, religion, national origin, sexual preference, or any protected class under the Minnesota Human Rights Act.

Participating memberships shall include at least six students of Saint Paul College – A Community & Technical College. Offices of the Student Associations shall be open only to currently enrolled students at Saint Paul College – A Community & Technical College who are carrying a minimum of six credits during each semester the student serves as an officer. Officers must maintain a minimum of 2.0 semester and cumulative GPA and cannot be on academic or disciplinary probation.

The Student Associations must have a Saint Paul College – A Community & Technical College faculty or staff member as an advisor.

The Student Association must follow the Student Senate Guidelines as outlined in Saint Paul College Student Senate Constitution and By Laws.

Student Associations must have at least one event during the year to promote the awareness of the Student Associations in order to maintain good standing in the senate.

Student Associations with less than 20 members must complete one service project per year. Student Associations with more than 20 members must complete one service project per semester.

Student Associations who seek more than \$500 in funds from Student Senate in year will be required to complete one fundraising event each year.

The Student Associations and its members must not enter into a contract on behalf of the Minnesota State Colleges and Universities (MnSCU). Contracts for services are available through the Office of Student Life.

All activities should benefit the greater student population at Saint Paul College and should have an educational or cultural purpose. Student Associations parties cannot be funded with Student Life funds.

The Student Associations and its members must not consume alcoholic beverages at MnSCU and Saint Paul College sponsored meeting or events on or off campus. This is per MnSCU policy 5.18.

Valid input:

- Select only one choice.

☐ I Agree

## Expectations & Responsibilities - Advisor

### Expectations & Responsibilities to the Advisor [Required]

Keep the advisor informed of what is happening in the Student Association, both positive and negative.

Invite the advisor to meetings, activities and special events.

Take the advisor's schedule into consideration when arranging meetings since the advisor should be present for all meetings.

Make the advisor feel like a welcome member of the group and be open and honest with the advisor.

Agree to support the policies of Saint Paul College – A Community & Technical College.

Discuss the cooperative role between the advisor and the Student Association and establish reasonable expectations.

Allow an advisor the opportunity to express opinions on issues that affect the welfare of the Student Association.

In case of a conflict with the advisor, officers should meet with the advisor to discuss the problem. If, after this meeting, the officers are unable to resolve the conflict, they must meet with the Student Life Director and the advisor before selecting a new advisor.

Valid input:

- Select only one choice.

☐ I Agree

## Advisor Expectations

#### Advisor Expectations [Required]

##### AN ADVISOR:

Must be a member of the Saint Paul College – A Community & Technical College faculty or staff.

Staff members are permitted in select circumstances depending on bargaining unit contract and position description.

Will attend all required advisor orientations, meetings and policy reviews as requested by Office of Student Life. All new Student Association

Advisors will be required to meet with the Director of Student Life for a New Advisor Orientation.

Will, through regular contact with Student Association officers, provide opportunity and guidance for individuals to gain experience in leadership and interpersonal relationships.

Will be aware of the long-term purposes and goals of the Student Association, providing long-term continuity within the group. The advisor should be familiar with the group's history, including major changes in the group's program or structure.

Will assist in determining realistic goals for the Student Association and in evaluating the Student Association's progress toward those goals.

Will be well informed about all plans and activities of the group. This will be achieved through regular attendance at meetings and/or frequent consultation with the Student Association officers.

Will act as a source of general information regarding Saint Paul College policies and procedures.

Will assist with new officer orientation, making certain that new officers have a copy of the Student Association's handbook and any other pertinent information.

Will represent Saint Paul College – A Community & Technical College and the State of Minnesota in all proceedings with the Student Association.

Will be aware of any special or emergency meetings, and should attend as many of these meetings as possible.

Follow and meet all terms outlined in the Student Association Advisor contract.

Valid input:

- Select only one choice.

☐ I understand the advisor's expectations and will notify the Office of Student Life if expectations are not being met.

## Constitution

#### Constitution [Required]

Upload the Student Association's constitution and by-laws.