



Dickinson

Student Senate Club Recognition Process

Student Senate recognition of clubs provides valuable opportunities for funding from the Senate, legitimacy, and organizational support, including storage space, space reservation privileges, office supplies, and a club mailbox. The process of club recognition is overseen by the Parliamentarian, Campus Life, the Club Finance Committee, and the Director of Club Finance.

I. Campus Recognition Process

Before a club can apply for Student Senate Funding, it must first become a Campus Recognized Club. This process is overseen by the Parliamentarian in collaboration with Campus Life staff. The following steps are required for a club to achieve Campus Recognition:

1. Submit the “New Club Registration” Form on Engaged with all proper documentation:
 - a. Official organization name, and description summary;
 - b. Website URL;
 - c. Organization Roster Requirements (Parliamentarian, President, Faculty/Staff Club Advisor, Treasurer, at least 10 total participants);
 - d. A typed Constitution outlining the club’s mission, structure, and governance using the template provided by Campus Life;
 - e. Agreement to review and adhere to the Green Community Checklist.
2. The club must have a clear and distinct mission that does not overlap with the purpose of any existing club (e.g., there cannot be two chess clubs).
3. The club must ensure that sufficient resources (meeting space, equipment, storage, etc.) are available to support its operation.

Once these documents are submitted to the Student Senate, the club’s representatives will meet with the Parliamentarian and Campus Life staff which will then review their application for Campus Recognition. Upon approval, the club may then apply for Student Senate Recognition and funding.

II. Student Senate Recognition and Funding Process

Once a club has achieved Campus Recognition, it can petition for Student Senate Recognition and Funding. The process of Senate recognition is overseen by the Club Finance Committee and the Director of Club Finance. In order to achieve full recognition, a prospective club must receive approval by the aforementioned Committee in a simple majority vote, and approval by the Senate in a simple majority vote.

This is a separate process that allows the club to receive financial support from the Student Senate. When you are ready to request Senate Recognition, please contact the Student Senate

(senate@dickinson.edu) and submit the following documents:

- a. A Constitution (if revised since Campus Recognition).
 - b. A Club Membership Roster with at least 20 signatures, ensuring the club has a breakdown of class years to demonstrate sustainability.
 - c. A Detailed Event Plan outlining how the initial funding of \$100 will be used to support activities and events (contingent on Senate approval).
 - d. An Accessibility Plan ensuring the club is equitable and accessible to all students, since all students pay the activities fee.
 - e. A Senate Recognition Agreement signed by club officers and the faculty advisor(s).
2. Provisional Funding: Upon Senate recognition approval, the club will receive \$100 to support initial activities and events, provided the Detailed Event Plan and Accessibility Plan are submitted and approved.

This provisional funding is immediately available upon approval. The club must return after one year to present how the funding was used.

III. Formal Permanent Senate Funding Review (One-Year Mark)

After one year, the club will return to present its progress and seek permanent funding from the Senate. The presentation should include:

1. Report on Fund Usage: The club must explain how the provisional \$100 was spent, detailing the events held and the outcomes of those events.
2. Sustainability Review: The Senate will assess whether the club has established itself as sustainable and equitable, with regular participation and well-managed finances.
3. Future Budget Proposal: Based on the club's performance, Club Finance Committee will allocate an appropriate budget for the upcoming year.

Official requirements and a detailed explanation of the approval process can be found in the Club Finance Committee Standing Rules, Section IV.A and IV.B.

If you have any questions, please contact the Parliamentarian, at senate@dickinson.edu.

Regards,



Elena Vergara

Parliamentarian

Club Constitution Guidelines

The following diagram is a sample outline for a student club constitution. Each constitution will vary based on a particular club's organizational structure and needs, and this example is intended to serve as a rough guide for drafting your constitution. Please contact the Director of Club Finance if you would like to see a sample constitution or need assistance in drafting your constitution.

Article I:	Name of the club. The name "Dickinson College" cannot be used in the name of the club; however, it can be used as a descriptor when referring to the club.
Article II:	Affiliation. Connection to Dickinson College, or to other groups, like national organizations, where applicable.
Article III:	Purpose, aim and function of the organization. Describe the purpose of the club, what makes it unique from other organizations, and why it's valuable to the Dickinson community. Include a sense of the kinds of programs the club will sponsor.
Article IV:	Membership requirements and limitations. Discrimination against any member of the Dickinson community is not allowed, with the exception of recognized Greek letter organizations, which may limit membership to those of a single sex.
Article V:	Officers and Advisers. Provide the title, length of term, roles, and responsibilities of each position. Include information regarding the elections and filling vacant positions.
Article VI:	Business. Include information about how the organization conducts business: meetings (when, where, who calls meetings, agenda, Robert's Rules of Order), committees, quorum for voting, definition of active and inactive members, etc.
Article VII:	Recall. Describe the procedure and rules for impeaching an officer.
Article VIII:	Amendments. Provide the procedures for amending the constitution and include how an amendment may be brought forward, who is eligible to vote on amendments, and the quorum of members necessary for approval of an amendment.
Article IX:	Ratification. What are the requirements for adoption of the new constitution?

Student Senate Club Recognition Guidelines

Overview

At Dickinson College, there are two types of clubs: **Campus Recognized Clubs** and **Student Senate Funded Clubs**. All **Student Senate Funded Clubs** must first be **Campus Recognized Clubs**.

- **Campus Recognized Clubs:** Must adhere to duties (a-f).
- **Student Senate Funded Clubs:** Must adhere to duties (a-j).

I. Duties of Campus Recognized Clubs

These are the responsibilities for all clubs recognized by Dickinson College:

- a. The leadership of any student club recognized by the Student Senate of Dickinson College shall abide by all rules and standards of the College.
- b. They shall promote and uphold the values of the College, including, but not limited to, leadership, service, community involvement, the pursuit of knowledge, commitment to diversity in all its forms, and cultivation of skills and interests.
- c. Recognized clubs will uphold the values and policies specified in their respective constitutions.
- d. Recognized clubs shall not discriminate against other groups.
- e. Clubs will not schedule meetings while the Student Senate is in session (Tuesdays from 6:30 PM to 8:00 PM, barring unforeseen circumstances).
- f. Senate-recognized clubs shall refrain from using the Dickinson College name, logo, and seal on any document or article, including, but not limited to, posters, flyers, tickets, transactions, and apparel.

II. Additional Duties of Student Senate Funded Clubs

Clubs that are recognized by Dickinson College and also receive Student Senate funding must follow these additional responsibilities:

- g. When advertising for events that use Senate-allocated money, Senate-recognized clubs must credit Student Senate for sponsoring or funding said events in all materials used for advertising and promotion of said events.
- h. The President and Treasurer of the club must attend the Club Training in the Fall.
- i. At least one officer must represent the club at the annual budgeting workshops conducted by the Student Senate Director of Financial Strategy, regardless of the club's intention to request or not request Senate funding.
- j. Submission of an annual budget request is required for all clubs. Where funding is not requested, organizations will submit an agenda detailing the activities the club will sponsor in the following year and a statement officially declining Senate funding. These will be submitted in lieu of a budget request during the annual budget cycle.

III. Duties of Faculty Advisors to Senate-Recognized Clubs

- a. The main duty of the Faculty Advisor is to serve as a resource for the leadership of the club.
- b. Where possible, it is preferred that the advisor shares a personal or professional interest in the club's goal.

- c. Where conflict arises within the leadership of the club, or between the leadership of the club and the faculty, administration, or staff of Dickinson College, or with groups outside of the College, the Faculty Advisor will serve to represent and advocate for the Senate-recognized club.
- d. Contact between the Faculty Advisor and the student leadership of the club is expected.
 - i. The Faculty Advisor should be involved in the annual budget request process, or in lieu of the budget request, the annual agenda and letter declining Senate funding.
 - ii. It is strongly recommended that the Faculty Advisor attend club meetings and maintain correspondence with the club's leadership.
 - iii. Meet with club executive board at least twice per semester.

IV. Notice of Senate Review of Club Recognition Status

The Student Senate may review and potentially revoke the recognition of any club that fails to meet the duties outlined in Section I (a-j) or Section II (d).

The following must be signed by the Club President (or equivalent position) and the Faculty Advisor. All signatories below swear to abide by the aforementioned duties, responsibilities, and expectations. Failure to comply will result in termination of Senate recognition.

Club Name: _____

President: _____

Signature: _____

Date: _____

Faculty Advisor: _____

Signature: _____

Date: _____

Approved		Rejected	
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Director of Club Finance: _____

Date: _____

Student Senate Club Membership Roster

Name (Print)	Class Year	School Email (.edu)
1.		
2.		
3.		
4.		
5.		
6.		
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