

**North Central Michigan College
Student Organization Policy & Procedure Manual**



The purpose of this manual is to outline the policies, procedures, and expectations for all recognized student organizations at North Central Michigan College (NCMC). This guide is designed to support students and advisors in operating successful, compliant, and inclusive organizations that contribute positively to campus life and the overall student experience.

Oversight of student organizations is housed within the Student Services Department, led by the Dean of Student Success. The Student Services team provides guidance, resources, and support to ensure that student organizations align with the College's mission, values, and student success goals.

Recognition & Eligibility

To be recognized as an official student organization at NCMC, the following criteria must be met:

- A minimum of six (6) currently enrolled students must actively participate in the organization.
- Club officers must be enrolled in at least three (3) credit hours and maintain a cumulative GPA of 2.0 or higher.
- All members must be currently enrolled in at least one (1) three-credit course.
- Each organization must have a full-time faculty or staff advisor employed by NCMC.
- The organization's mission and activities must align with the College's mission and policies.

Students interested in forming a new student organization are encouraged to contact Student Services for guidance. A request to organize must be submitted using the College's online student organization request form for review by Student Services and Student Senate.

Requests to organize must be submitted within the first six (6) weeks of the semester to allow sufficient time for review and approval.

Additional information can be found at:

<https://www.ncmich.edu/student-life/clubs-organizations.html>

Organization Application Approval

Once the request to organize has been reviewed by Student Services and the Student Senate Executive Board, the requesting organization will be asked to be represented at a Student Senate meeting to describe the organization and its purpose. Student Senate will then vote to approve. If approved, a recommendation will be given to Student Services for final review and approval.

Roles & Governance

Each recognized student organization must elect officers and maintain a constitution or bylaws outlining its structure, leadership roles, and operational procedures. Common officer roles include:

- **President** – Provides leadership to the organization, facilitates meetings, and serves as the primary contact with Student Services and Student Senate.
- **Vice President** – Assists the President and helps ensure leadership continuity.
- **Treasurer** – Manages the organization's finances, including budgets and expenditures.
- **Secretary** – Maintains organizational records, meeting minutes, and communications.
- **Advisor** – A full-time NCMC faculty or staff member who provides mentorship, guidance, and oversight to ensure compliance with College policies. Third-party advisors are not permitted.

Membership & Conduct

Membership in student organizations is open to all currently enrolled NCMC students. Organizations must foster an inclusive and respectful environment that values diversity and welcomes participation regardless of background, beliefs, or identity. All members and officers are expected to comply with the College's Student Code of Conduct. Advisors should be informed of major decisions, events, and activities to help ensure adherence to College policies and procedures.

Events & Activities

Student organizations are encouraged to plan events that promote engagement, learning, leadership development, and community building. Prior to hosting an event, student leaders should:

- Coordinate space reservations and consult the Student Event Calendar.
- Ensure events are accessible, inclusive, and safe for all participants.
- Obtain approval from Student Services for off-campus or high-risk activities.

- Utilize official College marketing channels and adhere to NCMC branding guidelines.

Finances

While not all student organizations maintain budgets, those that do are expected to manage funds responsibly and transparently. Funding sources may include Student Senate allocations, member dues, and approved fundraising activities.

The Treasurer is responsible for:

- Maintaining accurate records of all income and expenses.
- Obtaining advisor approval prior to making purchases.
- Submitting financial updates when requested by Student Services or Student Senate.

All financial transactions must comply with College business and purchasing procedures. Organizations utilizing Senate cards for activities or purchases must follow all applicable guidelines.

Student Organization Funding

All recognized student organizations have the ability to have student activity fee funds allocated through Student Senate. New organizations (less than one year) can request up to \$250/semester. Organizations that have been recognized for a year or more can request up to \$500/semester.

Requests Should be made by a student organization representative at a student senate meeting during the student organization updates portion of the agenda. Requests must be specific to what funds will be used for.

Student Senate Funding Restrictions Include:

- Alcohol, Tobacco, Contraband
- Personal Items
- Conference participation: Exception - Funds may be used for registration fees
- Non-Profit Monetary Donation
- Political Campaign Activities
- Salary, Stipends, Tuition, Fees
- Membership Fees
- Events with Admission Charges

There are no formal restrictions on the use of other funding sources (e.g., membership dues or fundraising); however, purchases should be coordinated with the organization's advisor to ensure appropriateness and alignment with college policy and mission.

Accountability & Renewal

To remain in good standing, student organizations are expected to remain active and engaged. Requirements include:

- Submitting a request to organize each academic year.
- Maintaining active membership and holding regular meetings and communicating those with Student Senate.
- Keeping meeting agendas and minutes on file.
- Adhering to all policies outlined in this manual.

Organizations that fail to meet these expectations may be placed on probation or may lose official recognition until requirements are satisfied.

Advisor Role & Expectations

Advisors play a critical role in supporting student leadership and organizational success. Each student organization must have a full-time NCMC faculty or staff advisor who:

- Attends meetings when possible and provides mentorship.
- Reviews and approves major events, activities, and expenditures.
- Supports leadership transitions and organizational continuity.
- Ensures compliance with College policies and procedures.

Student Senate

The NCMC Student Senate serves as the official student government and supports student organizations through advocacy, funding, and collaboration. All currently enrolled students are eligible to participate. Student Senate meets regularly throughout the semester and partners with Student Services to promote student engagement, leadership development, and campus involvement.

Resources & Support

The Student Services Department provides ongoing support to student organizations, including:

- Leadership development opportunities
- Event planning assistance
- Advisor support resources
- Access to marketing and communication tools

For assistance, contact:

Student Services Department
North Central Michigan College

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Petoskey, MI 49770
Phone: (231) 348-6605