



REGISTERED STUDENT ORGANIZATION MANUAL

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INTRODUCTION

Student organizations are an important element in the total college experience. In order to enrich student educational growth and personal development, the College will encourage and support student organizations and activities which provide the following experiences:

1. Development of professional ideals and standards.
2. Intellectual development, particularly in fields related to classroom experiences.
3. Development of personal and professional friendships, associations and networks.
4. Leadership development.
5. Dialogue about current social, economic, and cultural issues and challenges.
6. Service learning projects and activities, on or off campus.

DEFINITION OF STUDENT ORGANIZATIONS

A Registered Student Organization at Baker College is defined as any group whose membership consists of currently enrolled students at Baker College and is formed in an effort to contribute to students' educational growth, personal and/or professional development.

HOW TO FORM A STUDENT ORGANIZATION

1. Registered Student Organizations must have a minimum of four students who have expressed interest in the mission or the intent of the student organization.
2. If the student organization is planning to raise funds or travel, they must have a faculty or staff member who has agreed to serve as the advisor of the student organization.
3. The primary contact/student representative of the student organization should meet with the Director of Student Affairs at the appropriate campus to discuss any possible conflicts.
4. The primary contact/student representative for the student organization must complete the Application for New Student Organization form and submit to the Director of Student Affairs for approval. It is understood that any information on the application form will be treated as public information and distributed to the College community when necessary.
5. The Director of Student Affairs has the right to deny any Application for New Student Organization.

TYPES OF REGISTERED STUDENT ORGANIZATIONS

1. Service-student organization whose primary mission is to provide service-learning opportunities for students. Bylaws are not required.
2. Social-student organization whose primary mission is to provide social opportunities for students. Bylaws are not required

3. Academic/Professional-student organization that is affiliated with a specific program or professional organization whose mission is to enhance knowledge of a career field. Bylaws are required if affiliated with a national organization.
4. Cultural-student organization whose primary mission is to provide cultural awareness and/or create inclusivity among students. Bylaws are not required.
5. Civic-student organization whose primary mission is to provide awareness and opportunities for students to become good citizens. Bylaws are not required.
6. Recreational-student organization whose primary mission is to provide recreational opportunities for students. Bylaws are not required.

RESPONSIBILITIES OF REGISTERED STUDENT ORGANIZATIONS

All Registered Student Organizations serve as representatives of Baker College students, faculty and staff. As such, members of student organizations must conduct themselves with the utmost integrity and character and abide by all listed expectations and policies within the Student Handbook. Officers, student representatives and advisors are encouraged to review the policies annually with their membership. Additionally, organizations are encouraged to review any regional/national charters for their own list of conduct and administrative expectations. Any organization whose behaviors are not meeting these expectations may be suspended or disbanded from the College at the discretion of the Director of Student Affairs and campus leadership. In addition:

1. Registered Student Organizations must apply to renew annually. The primary contact/student representative is responsible to complete the Student Organization Renewal Application prior to the end of week three of fall semester to remain active throughout the academic year. It is understood that any information on the renewal form will be treated as public information and distributed to the College community when necessary.
2. Any changes to the name, purpose, bylaws, officers/student representatives, or advisor of a Registered Student Organization must be approved by the Director of Student Affairs. The Director of Student Affairs reserves the right to deny any changes.
3. All officers/student representatives must be in good academic standing. The Director of Student Affairs will review this annually during the application or renewal process.
4. No discrimination on the basis of race, color, creed, sex, religion, or national origin shall exist within the organization.
5. Hazing of any kind is prohibited.
6. Registered Student Organizations must maintain adequate record-keeping and provide to the Director of Student Affairs as requested. This includes membership information, meeting minutes and fundraising records.
7. All communication including signs, posters and marketing materials must be approved by the Director of Student Affairs and placed only in areas approved by campus leadership.

8. All student groups and pages must be requested through the [Social Media Account Request Portal](#) through my.baker.edu and will be monitored on an ongoing basis at the campus and departmental levels to ensure compliance, quality, and consistency with these policies and guidelines. The general information section of the page/group must include the following:

This page is intended to engage Baker College (ADI/CIM) students, prospective students, alumni, families and friends in thoughtful and intelligent conversation about topics relevant to them and the University. We encourage people to share their stories and express their opinions, however, we reserve the right to hide or remove comments that we deem to be any of the following:

- *A personal attack on another commenter or member of the BC community*
- *A deliberate misrepresentation of users' comments or other content on the page*
- *Advertising or spam*
- *Defamatory, obscene, indecent or otherwise unlawful*
- *Inciting hatred, violence, or in any other way offending anyone based on race, religion, ethnicity, gender, age, sexual orientation or any physical or mental disability*
- *False, misleading or deceptive*

This page does not officially represent Baker College.

PRIVILEGES OF REGISTERED STUDENT ORGANIZATIONS

1. The use of College facilities for meetings and activities as approved by campus leadership. Room reservations must be submitted through 25 Live by the Director of Student Affairs, Advisor or Program Director.
2. The right to use certain college services when available.
3. The opportunity to conduct fundraising projects when approved by the Director of Student Affairs.
4. The opportunity to participate, work and collaborate with other Registered Student Organizations.
5. The ability to apply for start-up funds as designated by the College. The college may provide \$200 startup funds for new registered student organizations and \$100 for renewal of previously registered student organizations.
6. Registered Student Organizations may not hold an independent bank account. The Director of Student Affairs or campus designee will be responsible for

monitoring registered student organization balances and the depositing and spending of individual student organization funds.

FUNDRAISING GUIDELINES

1. A limited number of solicitations may be made at any one time. Each fundraising activity must be approved by the Director of Student Affairs by submitting a fundraising request at least **five** business days in advance of the activity.
2. The sale of some food items is regulated by special instructions due to health, liability and vendor contracts already arranged by the college. Approval of such sales must be obtained from the Director of Student Affairs.
3. Any kind of lottery, raffle, bingo, and certain types of drawings and promotional schemes whereby customers receive a chance at a prize are not permitted.
4. Solicitation to outside organizations for donations, is not permitted. Grant opportunities may be considered with approval from the Director of Student Affairs.
5. Funds raised by student organizations must be consistent with the mission or purpose of the organization. Funds cannot be used for licensing or board fees.