

POLICY**STUDENT LIFE****(Modeled after MnSCU Policy 2.8 and 2.8.1)****I. Student Life Program.**

Ridgewater College has developed student life/activity programming that is intended to provide a wide range and balance of student activities that complement the curricular offerings of the institution. The revenue generated by the student life/activity fee authorized by Board of Trustees Policy 5.11 shall be used to fund student activities as defined in Minnesota Statute Section 136F.01, Subd.5. Those programs may include but are not limited to choir, band, theatre, student newspaper publications, intramurals, athletics, student clubs and organizations.

II. Student Life Committee.**A. Establishment and Membership.**

The Student Life Committee will be made up as follows:

- 8 students appointed by the Student Senate Association with representation from each campus
- 2 faculty appointed by the college MSCF President with a representative from each campus
- 2 non-faculty members (the Director of Student Life and the Dean of Student Services)

The Vice President of Finance and Operations and the Director of Business Services serve as advisors to the Student Life Committee.

B. Committee Responsibility.

The Student Life Committee shall annually recommend to the Student Association the amount of the fee in the ensuing year, the allocation of revenues, policies and procedures for administering the student life/activities budget and expenditures consistent with the system and institution policies and procedures. They may meet other times during the academic year to review and recommend policy changes and to hear requests for overage amounts not funded by budget dollars awarded through the prior year's approval. If approved by this group, the changes would be recommended to the college president for action.

The goal of this committee in recommending a budget to the President is to provide Ridgewater College students with a comprehensive, balanced student life program to meet the diverse needs of students. The committee will develop an annual budget recommendation based on but not limited to the following criteria:

POLICY**STUDENT LIFE, continued****Cost for Activity:**

- Overall cost including personnel and non-personnel expenses
- Cost per student participant
- Budget dollars used in prior year

Number of Student Participants:

- Number of student participants involved
- For activities with limited space, number of students who audition may also be given consideration

Outreach to the Community:

- Number of people from surrounding communities who attend the activity and develop affiliation with Ridgewater College through the activity
- Number of Ridgewater College students and staff who attend the activity

Link to the College Mission:

- Fit with college mission

Benefit to Students:

- Activity is supportive of an academic major/program
- Activity appeals to wide variety of students
- Activity provides leadership opportunities for students
- Activity provides opportunities for students to develop new skills

Diverse Needs:

- Services made available to assist students with special needs

Student life/activity funds shall not be used to fund:

- Purchase of alcohol
- Donations to college or university foundations or other external charitable organizations or
- Scholarships or grants to individuals.

C. Campus Student Association.

The student life/activity fee shall fund student government through the annual allocation/budgeting process.

POLICY**STUDENT LIFE, continued****D. Authority for Expenditures.**

The Student Life Committee shall present the student life/activities budget, including the amount and procedure for the collection of fees and allocation of revenues, to the student senate for review and recommendation to the college president for approval. The President shall approve, reject or modify the fee and budget. The committee shall be consulted on any modification to their recommendations prior to their implementation. Student life/activity fund balances shall carry-over into the next fiscal year.

E. Budget Reserves.

Reserves may be established and their status shall be annually reported to the Student Life Committee.

02.02.06 Adopted and Implemented
12.16.08 Revised

PROCEDURES**STUDENT LIFE**To form a new club:

Any group of students wishing to form a club must secure an approval for charter from the Student Senate before they can be recognized as an official club of Ridgewater College.

To secure approval, any club must meet the following requirements:

- Must have five or more members who hold a current student status at Ridgewater College.
- Have a purpose for the club that will benefit the college and enhance leadership and serviceship within Ridgewater College students.
- Secure a college employee willing to volunteer to serve as the advisor for the club.
- Submit a written constitution and application to the Student Senate. If the proposed club is affiliated with a state or national organization, the terms of affiliation must be clearly described in the request.
- A representative from the group must appear before the Student Senate and petition orally for the charter.
- Approval of two thirds (2/3) of the members of the Student Senate is required.
- There is a limit of one club per academic department per campus. Academic departments with multiple clubs in active status as of 12/16/08 will be grandfathered in as long as they maintain continuous active club status.

Once approved, clubs need to do the following to maintain active status and to be able to apply for student life funds each year:

- Each club and organization is expected to fulfill its stated purpose (from their constitution) and participate in Welcome Day and other club activities, as they are able.
- As requested each year, submit a budget request for the following academic year to the Director of Student Life.
- All clubs need to keep the Student Senate informed each year of their advisor, officers and members.
- By the first Wednesday in October, all clubs must submit to the Director of Student Life a yearly summary of their activities and an updated version of their constitution. If these materials are not submitted or renewed, the club will not be recognized or eligible for funding until they are received in the Student Life Office.

In addition, clubs and organizations are expected to adhere to the following:

- Club advisors must attend club events and trips, unless they are excused by an administrator.

PROCEDURES**STUDENT LIFE, continued**

- Funding of club activities is designated for the benefit of students' educational experience at Ridgewater College. It shall not be requested for instructional items. Funding may be used to purchase apparel for clubs if students are responsible for 50% of the costs.
- Any proposed student fundraising activity or community service project must be approved by the Student Senate and the College President.

To request additional student life dollars:

Except to the extent necessary to insure that expenditures recommended by the Student Senate and approved by the College President are funded, expenditures from carry forward, including reserves, shall occur only after receipt of a recommendation from the Student Senate. If there are dollars available in the reserve account, in the event that unexpected expenses arise or a budget does not meet the current needs of any student life activity, the group may file an appeal for additional funds and tell the committee what the unexpected need is and explain why it wasn't part of the request for funding for the previous year. Committing to purchases in excess of the approved budget amount is prohibited. Doing so may impact funding in the next approval cycle. Acceptable appeal reasons may include, but are not limited to, the following:

- Unexpected enrollment increase in club activities.
- Unexpected increase in expenses related to an annual club event.

02.02.06 Adopted and Implemented
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