

Request to start a Student Group Form

Please note that if any section is not complete, this will default as a denial to form a student group. Please submit the completed form to the active student government body for approval.

Section 1 (Completed by the student)

1. Proposed Student Group Name: _____
2. Leading contact person Name and Email: _____
(cannot be a faculty member or part of the five names below)
3. Information on additional students interested in the proposed Student Group:

Student's Name Printed	Students Signature	Student ID #
1.		
2.		
3.		
4.		
5.		

*Must have five students to be an active student group.

4. Preliminary approval by the acting Student Government to form the proposed Student Group
Please circle: Approval Denial Initial: _____
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Section 2 (Completed by Faculty)

1. Faculty Name and program, agreeing to be the advisor of the proposed student group.

 2. Dean of Academic Success decision: Approval Denial Initial: _____
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Section 3 (Complete by the student and Student Government representative)

Once the faculty is approved, the acting student government body will review and decide on the proposed student group.

1. Attach the proposed student group mission statement: Yes No, explain below
 2. Student Government final decision: Approval Denial Initial: _____
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Additional comments:

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Starting a New Student Group

Student groups can be formed and recognized when the College of Menominee Nation (CMN) Student Government determines that the group's purposes are in accord with the stated purposes and policies of the college.

A group of students wishing to form a CMN Student Group must:

1. Complete a Request to Start a Student Group form available on www.menominee.edu; include signatures of at least five interested CMN Students and one faculty member interested in forming the proposed student group.
2. Receive preliminary approval from the Student Government;
3. Submit the name of the interested Full-time Faculty member to the Dean of Academic Success (recommended for second contract approval);
4. Create a student group mission statement
5. The Student Government will need to sign off for final approval.
6. Begin meetings as an active CMN student group!

Following receipt of the *Request to Start a Student Group* form and preliminary approval of the group by the Student Government officers, three organizational meetings may be held to recruit members and draft a mission statement. Once the mission statements are submitted, the Student Government acting body officers will meet with a student group representative to review, discuss, and answer any questions regarding the student group's policies, procedures, and expectations. After this meeting, the student group will be informed if they are officially recognized as a student group.

What to consider when forming a student group:

- It is recommended to establish bylaws, meeting agendas, and meeting minutes to document activities and progress;
- Proposed groups that have the same or substantially similar purposes as an existing recognized student group generally will not be recognized;
- Proposed groups that are formed for monetary purposes or primarily for the financial benefit of an external corporation or organization will not be recognized;

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- Proposed groups that are formed to sponsor a singular campus event generally will not be recognized;
- If an event requires a facility or service fee or any charges, the proposed student group will be responsible for the fee or charges.

Eligibility for Student Group Membership

1. All CMN undergraduate students can join any CMN student group. Any student group that selects its membership or officers upon the basis of restrictive clauses dealing with race, color, gender, age, sexual orientation, religion, disability, veteran's status, or national origin will be considered to be operating in conflict with CMN policy.
2. The officers of all student groups and the elected and appointed officials of the student group must be in good standing (not on academic or disciplinary probation) during their election or appointment and throughout their terms of office.
3. No student shall simultaneously hold more than one of the following positions:
 - President, Vice President, Secretary, Campus Representative, or Treasurer of the CMN Student Government.
 - No student may serve as a representative simultaneously in more than one student group.
4. The student group faculty advisor is responsible for officers to comply with grades for group officers (Chair, Vice Chair, Secretary, etc.). In instances of dispute, the decision-making authority and responsibility rests with the CMN Student Government Advisor.

Responsibilities of Student Groups

The officers and members of student groups are responsible for conducting their activities following the purposes and rules of CMN and the purposes and procedures stated in their approved bylaws.

1. **The officers and members are responsible for observing all laws and regulations governing the group's various activities. CMN does not authorize, protect, defend, or assume responsibility for public or private rights violations by students or**

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student groups. Student group members and officers should be aware that the group and officers may be held responsible for injury or loss to others arising from their operations and activities. We recommend a waiver or insurance policy.

2. **The student group is encouraged to work with a CMN department** to plan any activities and/or events involving the community or public.
3. **The officers and members are responsible for registering the groups annually and maintaining their good standing as an officially recognized College of Menominee Nation student group** by completing the registration process stated under the *Starting a New Student Group* regulations and procedures. Student groups are strongly recommended to maintain at least five (5) active members to ensure the group's continuity.
4. **The officers and members are responsible for informing CMN Student Government of any changes in officers and/or faculty advisor changes.** NOTE: Please register for two consecutive academic semesters to avoid withdrawal of recognition, and the group will be required to resubmit a *Request to start a Student Group form* for approval to CMN Student Government.

Only officially recognized and currently registered student groups are authorized to use CMN facilities or services or to identify themselves directly or indirectly with the CMN's name.

In some instances, CMN Student Government may deem it necessary to review an organization's recognized status, operations, and procedures. Under such conditions, CMN Student Government reserves the right to remove any group recognized status with the College. In rare cases, the Student Government Faculty Advisors have the final say in approving all the proposed student groups.