

Minnesota North College – Hibbing Campus

Student Organization Recognition Process

To become a recognized student organization at Minnesota North College's Hibbing Campus, the following process below must be followed. The process can take a few weeks because approval is required from Student Senate and the Campus Director of Operations/College President.

Requirements of all student organizations

1. Membership must be Hibbing Campus Students
2. Membership must be open to all Hibbing Campus Students
3. Purpose must be to support the mission of the College

Recognition and Privileges

Official campus recognition is an honor and recognized organizations assume responsibilities and privileges. Upon recognition, organizations have the following privileges.

1. Use of College name.
2. Use of College facilities for purposes relative to organization goals.
3. Permission to conduct fundraising in accordance with campus policy.
4. Right to request funds from Student Life Committee.
5. Establishment of an agency account with the Business Office for financial transactions.

Step One: The first step to form a recognized student organization is to complete and submit the "Club Registration Form". This form is available through the Student Life Directors Office. There must be at least 5 interested students in order to begin this process. Completed forms can be submitted to Student Senate.

- Note that clubs must have a faculty advisor listed on their Registration Form

Step Two: Within 30 days of completing the Club Registration Form, the Student Senate will vote to approve or deny official status for the club and will notify the primary contact person for the club.

Step Three: Student Senate reviews and forwards their written recommendations to the Hibbing Campus Director and/or College President, who must grant final approval before the club becomes an official student organization.

Step Four: If approved, the club must then write a Constitution and By-laws, which need to be submitted to Student Senate.

Step Five: To maintain recognition, each Student Organization must submit a registration form within the first 30 days of fall semester and when new officers are elected. Registration forms are available from the Activities Director, located in Student Services, or from Student Senate.

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Student Organization Registration Form

Name of proposed Student Organization: _____

Purpose:

Interested students (must have at least 5):

Name	Email
1.	
2.	
3.	
4.	
5.	
6.	

(Use additional sheets if necessary.)

Requestor Information: _____
Name Email

Faculty Advisor: _____
Name Email

For Office Use:

Date Received: _____