The Network Guidebook

Walsh Student Network
2010-2011
# Table of Contents

- **Introduction** 3
- **Definition of a Recognized Student Organization** 4
- **Benefits and Privileges of Recognition** 4
- **Organization Recognition Process** 5
- **Continuing Organization Recognition Process** 5
- **Organization Fundamentals** 6
- **Advisor – Organization Relationship** 6
- **Funds and Fundraising** 7
- **Dues and Donations** 7
- **Event Planning** 8
- **Facilities** 8
- **Catering** 8
- **Contact Information** 9
- **Forms** 9
Introduction
Welcome to the Walsh Student Network!

Walsh College understands the value that an active student community has on the educational process. Student organizations play a beneficial role in developing student leadership and providing a quality campus environment that enriches student learning in and out of the classroom.

Leading your student organization allows you the freedom to manage the “business” of your club, a skill set that will benefit your future professional career. Your first task as an organization leader is to familiarize yourself with this guidebook, and use its information as the building blocks for your activities.

Student organizations must be formally recognized by the Walsh Student Network in order to gain access to the privileges and benefits of the Network. This guide contains valuable information about this process as well as policies, procedures, resources and helpful tips. Please contact the Walsh Student Network at 248-823-1298 with any questions pertaining to the information in this guidebook, or if you need assistance with any aspect of your organization.

The Network is here to help you!

Best,

Savannah Lee
Walsh Student Network
Office of Development and Alumni Relations
Definition of a Recognized Student Organization

A recognized student organization at Walsh College is any club that meets the following criteria:

- Membership must consist of students currently enrolled or eligible to enroll at Walsh College
- Student organizations must comply with the Walsh College Non-discriminatory Policy when recruiting members
- The organization must contribute to its members personal development
- An organization must be properly registered with the Walsh Student Network
- The president of the student organization must attend quarterly Walsh Student Network meetings, or fulfill the attendance requirement by proxy

Benefits and Privileges of Recognition

- Eligible to use Walsh College’s name and approved images in association with the name of your organization
- Eligible to use Walsh College facilities and property as established by college policy
- Eligible to solicit membership on Walsh College campuses under your organization’s name
- Eligible to sponsor activities and promote your activities on campus
- Eligible to distribute literature, flyers, posters and organizational material at Walsh College
- Eligible to solicit funds on campus under your organization’s name, subject to approval by the Walsh Student Network
- Eligible to petition Walsh College’s Student Government for funds to be used for events and activities according to Student Government guidelines
- Eligibility to participate in the College's student activities (i.e. Welcome Week, Stress Busters, etc.)
- Eligible to have a student organization mailbox in the Walsh Student Network Office
- Listing of your organization in the official publications of Walsh College, including the website, college catalog, etc.
Organization Recognition Process

Any group of students desiring to establish a new student organization must register for recognition with the Walsh Student Network. Registration includes the following:

- Submission of the Intent to Organize form
- Submission of your organizations constitution, bylaws and mission statement
- Submission of the Advisor Agreement form

Final recognition and approval of your student organization will be provided to you in writing. New organizations may register at any time of the year. Recognition is granted for one academic year.

Continuing Organization Recognition

Student organizations must be reviewed and re-approved annually. This process allows the Walsh Student Network to best support student organizations by staying informed about changes to an organization’s leadership, meetings, programming and goals. To re-apply for student organization status a group must submit the following:

- A Student Organization Acknowledgement Form
- A copy of the organization constitution, bylaws and mission

These items must be submitted to the Walsh Student Network each academic year by October 1. Failure to re-apply will result in a loss of active student organization status. If an organization’s recognition has lapsed for more than one academic year, the organization will be required to apply as a new student organization.
Organization Fundamentals

The following sections outline information, policy and procedures for student organizations that have been approved, or are in the process of approval by the Walsh Student Network.

Advisor- Organization Relationship

All student organizations must have a faculty or staff advisor currently employed by Walsh College. The advisor must be familiar with the policies and regulations of Walsh College, the Walsh Student Network and your organization. Responsibilities of an advisor include:

- Maintain regular contact with officers and members
- Assist in scheduling meetings, and serve as a resource person at both executive and general meetings
- Encourage the organization to plan active and significant programming and events on campus
- Attend and support the organization’s functions
- Assist with the formulation and revision of the organization constitution and bylaws
- Assist the treasurer in maintaining accurate accounting procedures and in formulation of an annual budget

If it is necessary for your advisor to resign his or her position, the Walsh Student Network should be promptly notified, so that a suitable replacement can be found.

The advisor/ student organization relationship is one of mutual respect and helpfulness. A student organization has responsibilities to their advisor, just as an advisor has to the organization. The following are responsibilities of a student organization to its advisor:

- Responsible for recruiting the advisor, and identifying him or her to the Walsh Student Network
- The advisor should be welcome at all meetings and social events
- Officers should plan meetings at a time that the advisor can attend
- The organization president should meet regularly with the advisor to discuss organizational matters
- Organizations should check all dates with the advisor before scheduling special meetings and social activities
- Officers should keep the advisor fully informed of the activities of the organization and the progress being made
- A copy of the organization’s constitution should be given to the advisor before he or she completes the Advisor Agreement Form
Funds and Fundraising

Organizations are eligible to receive funding, and all funds must be kept in a Walsh College account. All funding requests and financial transactions must be approved by the Walsh Student Network. **Sufficient funds must exist prior to approval of financial transactions.**

Expenditures must be:

- In accordance with College policy
- Be approved for the benefit of the student organization as a whole
- Be approved by the advisor and the appropriate student organization officer

Student organizations can also fundraise to generate money for events and activities. A [Fundraising Form](#) must be completed before an organization begins soliciting funds. All fundraising projects must be presented to the Walsh Student Network, and fundraising may not conflict with existing vendor relationships.

Dues and Donations

Student organizations may collect dues from members. These dues cannot exceed $40 per member per fiscal year. The Walsh College fiscal year runs from September 1 – August 31. Dues must be collected by your organization Treasurer and placed in a Walsh College account. Acceptable uses for dues include the following:

- Fulfillment of national/state dues
- Coverage of administrative costs of the organization
- Induction expenses for new members

Please note: Organizations may be eligible to collect dues for under additional circumstances as approved by the Walsh Student Network.

Donations may be made to student organizations. Any donations must be approved by the Walsh Student Network prior to the gift being made.
Event Planning

Student organizations that wish to hold an event at Walsh College must submit the Event Application Form for approval by the Walsh Student Network at least two weeks prior to the proposed event date. Only approved events may be held. Hosting an unapproved event may result in an organization’s loss of recognition at Walsh College.

If an event is approved, an event Assessment Form must be completed within five business days of your organization’s event.

Facility Use

The Office of Facilities is responsible for scheduling and coordinating the use of space at the College. Before an event it is necessary to get approval for room usage.

Please contact facilities at 248-823-1259 for availability of rooms.

Catering

Any recognized student organization wishing to provide food and beverage at an event held at Walsh College must arrange purchases through Kosch Catering service.

Menus can be requested by contacting the Office of Facilities at 248-823-1259.
Contact Information

The Walsh Student Network   www.walshcollege.edu/studentorgs

Savannah Lee   248-823-1298   savannah.lee@walshcollege.edu

Facilities

Jenny Carson   248-823-1259   jcarson@walshcollege.edu

Forms

All of the required forms for student organization recognition, re-applying for acknowledgement and event approval can be found at the Walsh Student Network Office, or online at www.walshcollege.edu/thenetwork.