STUDENT LIFE COMMITTEE

The Student Life Committee shall serve as the principal agent of the faculty in matters concerning student life and co-curricular learning, unless specifically assigned to another standing faculty committee. The primary objective of this committee is to promote collaboration and mutual appreciation among faculty members, Student Life division educators, and students to foster and create a holistic educational workplace culture.

Its duties shall include, but not be limited to, the following:

1. Serve as a formal advisory group to the Vice President for Student Life.
2. Review the activities of the Student Life division to ensure its alignment with the goals set forth in the educational framework. The Student Life Committee will generate a schedule for ongoing, multi-year assessment of Student Life division programs, services, and policies. The Student Life Committee will provide feedback from this assessment as well as recommendations for improvements to respective administrators.
3. Review policy, evaluate services, and propose improvements for first-year, transfer, and international student orientation and transition. Significant policy changes, especially those that affect faculty involvement, should be forwarded for approval to Faculty Senate.
4. Review policy concerning student organizations and refine or develop new policies, as needed. Oversee the chartering and the assigning of advisors for all student organizations according to committee policy and procedures (cf. appendix A).

Reporting relationship:
The Student Life Committee reports to Faculty Senate.

Composition
Fourteen members:

- Four faculty
- Four students, one of whom will be a student senator
- A resident director
- Vice President for Student Life
- Associate Dean of Campus Involvement and Leadership
- Director of the Career Center
- Director of First-Year Experience
- Student Life Director of Assessment
GUIDELINES FOR STUDENT ORGANIZATIONS

Student organizations are an integral part of campus life at Calvin. Their presence on campus underscores our belief that education occurs not only within classrooms but outside them as well. The Student Life Committee, Associate Dean of Campus Involvement and Leadership, and the coordinator of student organizations oversee student organizations and seek to ensure their continued positive impact at Calvin.

A. Guidelines for Establishing and Maintaining Chartered Student Organizations

1. Each student organization must submit:
   a) An organizational charter, which includes:
      i) Name of organization
      ii) Name(s) and Position(s) of Leadership Team
      iii) Name of advisor
      iv) Mission Statement
      v) Statement of Purpose
      vi) Calendar of Meetings and Events
      vii) Organization’s Structure
      viii) Signatures of the leadership team and advisor
   b) A complete budget with justifications for all requested funds
   c) A membership list
   d) Signed commitment forms from all student organization leaders
   e) Signed advisor consent form

2. Each student organization must complete the annual registration process by the determined deadline.

3. Each student organization must seek to reflect the educational mission of the college and provide benefit to Calvin students or the campus as a whole.

4. Each student organization must have at least fifteen active members.

5. Each student organization must welcome any interested Calvin Student. Calvin faculty and staff may be invited to participate in the activities of a student organization as well.

6. Each student organization must report its operations and activities on a schedule set by the coordinator of student organizations through self-evaluations and other communication.

7. Each student organization must plan, promote, and execute at least one event per year open to the whole campus.

8. Each student organization must limit the level of student organization activity on Sundays to keep with Calvin’s Sabbath observance.

9. Each student organization must commit to a proactive relationship with its advisor.

10. Sports-related organizations must adhere to other specific criteria, which are further outlined in the separate document “Additional Guidelines for Competitive Sports Organizations,” as approved by the Student Life Committee.
   a) Sports-related organizations will demonstrate compliance with these specific criteria through written documents that verify the location and required personnel for all scheduled events. The deadlines for submitting such information will be determined by the Associate Dean of Campus Involvement and Leadership or a Student Life designee.
   b) The Student Life Committee, in conjunction with the coordinator of student organizations, reserve the right to revoke a team’s charter for infractions of the guidelines.
Any serious issues or concerns will be directed to the Associate Dean of Campus Involvement and Leadership or the Student Life designee.

B. Guidelines for Funding Chartered Student Organizations

1. Each student organization may apply for funding following the approval of their charter and a satisfactory annual review. Such student organizations will receive a finalized operating budget from the Student Finance Committee.

2. An organization may collect dues, receive advertising revenue, or collect fees/offerings for services rendered. These must be reflected in the budget and approved by the Student Finance Committee.

3. An organization may sponsor fundraisers with prior approval.
   a. For on-campus fundraisers, an organization must submit a proposal to Student Senate.
   b. For off-campus fundraisers, an organization must submit a proposal to the Vice President for Advancement.

   All proposed fundraisers should be outlined in the organization’s budget and be consistent with the Calvin’s policies on fundraising (as published by the Development Office).

4. Each student organization should gain familiarity with the financial guidelines and procedures provided by the Student Finance Chair in order to adhere to college expectations and requirements.

C. Guidelines for Advising Student Organizations

1. Student involvement in campus organizations allows students the opportunity to develop organizational and leadership skills. In support of students continuing their education, it is important that faculty and staff assist students in these endeavors with their experience and wisdom. Student organization leaders must request a faculty or staff member to serve as their advisor. However, the faculty or staff member has the final decision whether to serve in this capacity.

2. Advisors should understand the responsibilities involved before making a commitment to a student organization. Such responsibilities include:
   a. Providing assistance and direction to the organization. Advisors should encourage the leadership team to develop programs and events that enhance Calvin’s educational mission.
   b. Helping to maintain continuity through the annual review of the charter and organizational goals (as outlined by the leadership team), keeping records of past activities, and ensuring that new leadership is aware of responsibilities.
   c. Assisting the leadership team in the development of a hospitable environment which fosters acceptance and diversity of people, opinions, and experiences.
   d. Exercising the right to postpone an activity or publication, if deemed inconsistent with Calvin’s mission or official policies. Such circumstances may need to be brought before the Student Life Committee for further review.
   e. Understanding the policies and procedures, as listed in Calvin’s Student Handbook.

3. Advisors commit to serve for one academic year, with renewable terms. Outgoing advisors are strongly encouraged to communicate with the incoming advisor about their role and to remain available to their successors during the “transition” semester to answer any questions and foster better continuity for the organization.

4. Advisors may consult with the Student Life Committee, if needed.
D. Role of the Student Organizations Coordinator in the Chartering/Registration Process

1. The coordinator of student organizations will determine an appropriate timeline for the completion of new charters and semi-annual registration. These deadlines will be communicated to student organization leaders/advisors, the Student Finance Committee, and the Student Life Committee.

2. The coordinator will promote and communicate to students the requirements and expectations of student organizations and their leadership.

3. The coordinator will develop and distribute an informative document to both incoming and outgoing advisors.

4. The coordinator of student organizations will collect and compile information and materials from student organizations.

5. The coordinator of student organizations will regularly present pertinent information regarding the status and process of chartering organizations to the Student Life Committee. The Student Life Committee will offer support and guidance to the coordinator of student organizations, as needed.

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