

Cowley College Club and Organization Expectations

Once a club is officially recognized by the college, it is expected to remain actively engaged throughout the academic year.

Active Club Requirements

Each club must:

1. Maintain Current Leadership

- Have at least one designated student officer serving as the primary contact.
- Update officer information with Student Life when changes occur.

2. Meet Regularly

- Hold one to two meetings and activities per month that support the club's mission and goals.

3. Participate in Campus Engagement

- Promote involvement and contribute positively to campus life.
- Participate in campus events, service activities, or programming opportunities when appropriate (ex: homecoming, club fair, community engagement activities).

4. Submit Required Documentation

- Complete yearly club goal forms and upload to Teams folder. Update these forms as needed (officer updates, etc.)

5. Maintain a Club Sponsor

- Have an approved faculty or staff sponsor at all times.
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Student Senate Representation Requirement

To ensure communication and collaboration among student organizations:

- Every active club must have at least one representative attend each monthly Student Senate meeting.
 - The representative may be an officer or designated club member.
 - Representatives are responsible for sharing information from Student Senate meetings with their club membership.
 - Attendance will be recorded for all recognized clubs.
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Attendance and Good Standing

To maintain active status, clubs must:

- Fulfill all club and sponsor expectations outlined above.
- Attend monthly Student Senate meetings through a designated representative.

Inactive Status

A club may be placed on **Inactive Status** if:

- The club misses more than **three (3) Student Senate meetings** during an academic year; or
- The club fails to meet the expectations required for recognized student organizations; or
- The club no longer has an approved sponsor or active student leadership.

Inactive clubs:

- May not reserve campus spaces as a recognized student organization.
 - May not participate in Student Senate voting or club privileges.
 - Must complete a reactivation process before returning to active status.
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New Club Provisional Period

Newly established clubs will enter a **one-year Provisional Status** period.

During this period, clubs must:

- Maintain an approved faculty or staff sponsor.
- Establish one to two meeting dates per month.
- Attend monthly Student Senate meetings.
- Demonstrate active membership and engagement on campus.
- Follow all college policies and procedures.

End-of-Year Review

At the conclusion of the one-year provisional period, the club's status will be reviewed by Student Life and/or Student Senate.

Clubs that successfully fulfill all requirements may receive full recognized status.

Clubs that do not meet expectations may:

- Have their provisional period extended;
- Be placed on inactive status; or
- Lose official club recognition.

At the conclusion of the year, club activity and participation will determine sponsor compensation in accordance with Administrative Procedure 248.