



Policy Number and Title:	SL.5.06 Student Club Registration and Operations
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Division	Student Life
Policy Section:	SL.5 (Student Engagement and Formation)
Applicable to:	Students
Effective:	President's Cabinet (April 21, 2006)
Most Recent Revision:	President's Cabinet (October 14, 2021)
Contact:	Student Council President

Statement of Policy

This policy establishes a process for registering student clubs and monitoring their activities.

Rationale

To clarify the process for club registration and activities as well as more efficient use of funds allocated for clubs.

Procedures

1. For a club to be officially listed in LCC Club List it has to register with Student Council and renew registration each academic year.
2. Student Council Club Coordinator is an official representative of Student Council to clubs.
3. Student Council has a right to delegate clubs and committees with different tasks that fit with a particular field of activities when it deems necessary.
4. Student Council has a right to request any information from clubs and committees concerning their activities for a club to maintain its official status, it has to:
 - a. Have at least 2 people organizing activities of the club;
 - b. Have a club leader (for certain clubs also an advisor from faculty or staff);
 - c. Conduct regular meetings;
 - d. Attend club leader meetings organized by Student Council;
 - e. Write an activity report once a semester.
5. Funding is available to fund activities of the clubs that have community impact. Student Council Treasurer is responsible for allocating funds to clubs.
6. After registering with Student Council, clubs receive following benefits:
 - a. For the best access to all LCC community, clubs are listed on LCC Portal;
 - b. Student leader lounge will be available for reservation for club meetings;
 - c. Other facilities on campus will be available for reservations;
 - d. Eligibility to reserve and use LCC equipment;
 - e. Advertise its activities and events through official LCC channels (social media, email, posters, etc.)