

Any faculty member who sponsors a student organization is responsible for the following:

1. Assist in the development of a constitution (if one does not exist) and secure its approval from the Student Congress, Executive Dean of Student Services, President, and the Board of Trustees.
2. To be present at each meeting of the organization or arrange for another faculty member to be present.
3. To deposit all dues and other funds in an authorized bank account.
4. To certify membership to the Student Government and the Executive Dean of Student Services.
5. To verify the validity of all financial requests via the sponsor's signature of the organization on all requisitions sent to the Executive Dean of Student Services.
6. To ensure the organization's membership adheres to all college policies which relate to the function of their organization.
7. Sponsors of school-supported activities and clubs shall submit an annual budget request to the Executive Dean of Student Services.
8. In the event a coach or sponsor must miss a class due to a scheduled event, the Vice President of Academic Affairs or appropriate Dean must be notified prior to absence. Date and time to be missed should be noted.