



# SGA

STUDENT GOVERNMENT ASSOCIATION

## Club and Organization Regulations

Application for Recognition: An organization seeking recognition must submit the following information in writing to the Student Government Association:

- A) Organization name;
- B) Purpose (including an explanation of why the organization is desirable on Piedmont's campus and how the club assists in promoting the College's mission);
- C) Qualifications for membership (at least 5 students);
- D) Fees, dues, and other considerations for membership;
- E) Officer and leadership structure;
- F) Time and manner of election of officers;
- G) Number of students wishing to join;
- H) Faculty or staff advisor;
- I) Explanation of any extra-campus affiliation (e.g. national parent organization);
- J) Time and location of meetings; and
- K) Names of prospective members who will serve as spokesperson(s) for the organization during the recognition process and SGA representative position.

Within the first month of the organization's existence, it must submit a final copy of its constitution. Upon approval of the Director of Student Life, that constitution may be submitted to the membership for ratification. Clubs in the recognition process may utilize campus resources. After the first full semester of existence, clubs with inactive files will be ineligible for inter-club funds and/or other campus resources.

Active/Inactive Status: If clubs plan to utilize any campus resources, they must apply for "active status" at the beginning of each fall term. A club that remains inactive for two consecutive major semesters will need to reapply for recognition as a campus organization. The following are the requirements for "active status":

1. Timely notification of intent to the SGA.

2. Names and phone numbers of student officers and club advisor
3. Copy of the current constitution on file.

Clubs are required to make a brief written status report each spring. The report should include a brief summary of the past year's activities and any plans for the upcoming year. These reports will be considered by the SGA and the Director of Student Life in future programming and budgetary decisions.

The Director of Student Life reserves the right to disband any student organization that violates the rules and regulations of the College as set forth in official publications or which functions in such a manner as to discredit the College.

Inter-Club Funds: Any club in active status may obtain a list of eligibility requirements to apply for Inter-Club funds through the SGA. Requests for funds must be in by stated deadlines. Limited funds are available for such things as transportation, postage, fund-raisers, campus programs, etc. Available funds are intended to supplement clubs, not financially support them. Funds may not be used to pay personal expenses incurred by members of clubs. Applications for funds will be reviewed by the SGA and appropriations will follow in a timely manner. Funds will be appropriated once during the fall semester and once during the spring semester.

All clubs requesting funds through SGA are expected to sponsor fund raising events to help support the event/activity for which the organization is requesting funds.

Because of "active status requirement #2" (Election of officers), it is recommended that clubs elect officers at the end of spring semester for the following fall. Failure to do so may make it difficult to meet "active status" before funding deadlines.

Financial Responsibility: The Piedmont College Business Office will maintain accounts for any properly recognized student organization. Upon presentation of a written request signed by the organization's treasurer and countersigned by the sponsor, the Business Office will disburse to the organization such funds or portion thereof, which have been deposited with the College in the name of the organization. All disbursements must follow established Business Office policy for disbursing College funds. No student, organization, or sponsor will disburse or commit funds in excess of those deposited in its name with the Business Office.

Campus Displays: While creative promotion of events and programs is encouraged, displays, posters, notices, banners, etc., may not litter the campus nor damage the property of the College. Displays that are obscene, deemed offensive, or interfere with the normal operation of the College are prohibited. Campus displays must be removed in a timely manner and must be displayed in appropriate locations. Failure to do so may result in termination of a club's rights to post campus displays. Club posters may not be posted on windows or on exterior doors of campus buildings. All displays or posters must be approved by the Director of Student Life or the Director of Residential Living prior to their posting or display. Approved copies can be submitted to the Director of Residential Living for placement in the approve campus locations.

Club Conduct and Responsibility: Activities of organizations must conform to the organization's stated purpose, may not cause a disturbance, may not interfere with the regular operation of the College and must conform in conduct and programming to the mission of Piedmont College. Piedmont College holds each organization responsible for the actions of its members and their guests at all times. Student organizations are also held responsible for all damages resulting from club activities. Outside activities, parades, student rallies, and other such gatherings must be cleared through the Director of Student Life.

### Eligibility and Officers:

- A. Active membership shall be limited to regularly enrolled students.
- B. Three semester hours is the minimum academic load for any student participating in a student organization.
- C. A student must maintain a 2.0 cumulative grade point average to be eligible to serve as an officer of a student organization.

### Fundraising Guidelines:

All requests regarding food sales or distribution are subject to review and approval from the Director of Student Life. Student organizations may not sell or distribute any food items, unless they are pre-packaged. "Pre-packaged" is defined as "food that is packaged before retail distribution or sale." This means the food must be packaged before it arrives at the retail store, restaurant, or distributor. Candy bars are an example of a pre-packaged food.

Student Clubs or organizations who wish to sell food items must complete the \_\_\_\_\_ form. Approval will be determined on a case-by-case basis

### Funding Request Form:

Funding requests must be submitted to SGA at least one week prior to a regularly scheduled meeting. Clubs and orgs should submit requests for funds on the funding request form and should be signed and dated by the current club advisor. All funds are to be used at the discretion of the SGA.

### Receiving Donations:

Student Organizations may seek donations from the community, as long as they do not imply or claim that it represent the college or that Piedmont College will endorse or promote any person, business, non-profit organization, or corporation. All donations must be filed with the Office of Advancement.

### Depositing Money:

Student organizations and College personnel are not allowed to open accounts at banks or keep cash on hand. The primary advisor serves as the Financial Manager for the student organization. Student organizations that are inactive for a period of three years will have their accounts closed and all funds transferred into the SGA club account which will then be used to provide funding for future clubs and organizations.

### Advisor Role:

Each student organization must have an advisor who is a full-time faculty, administrator or professional staff member at Piedmont College. Student organizations may have several advisors if they wish. It is in the organization's best interest to have at least two advisors in the event that the primary advisor is unavailable. Student organizations that are specific to an academic major (for example: accounting, history or emergency medical technology) should strive to have a faculty member from that academic program as their primary advisor. The Program Chair or Dean for that academic program must approve the selection of all advisors. The following information is designed to assist student leaders in selecting an advisor and in

developing a clearer understanding of the role of the advisor.

Both the advisor and the student organization officers should spend time early in their relationship establishing a clear understanding of their roles.

While the role of an advisor can vary somewhat from one organization to another, some responsibilities remain consistent:

- Explain College policy when relevant to the discussion.
  - Attend all organization meetings, events and activities.
- Guide the organization officers in the performance of their duties.
- Serve as the account manager for the organization's funds and ensure the organization keeps finance records up-to-date and all accounting and fiscal matters adhere to the policies and procedures of South Texas College and the purpose of the student organization as stated in the constitution.
- Review minutes from meetings and all organization correspondence.
- Ensure members abide by their organization constitution, bylaws, the provisions of this handbook and College policies and procedures.
- Mediate interpersonal conflicts that may arise.
- Facilitate opportunities for students to exercise initiative and judgment with a proper measure of autonomy when coordinating events and activities.
- Assist in the continuity of the organization by taking an active role in the orderly transition of responsibilities between old and new officers each year.
- Be available to organization members outside meetings for advice and consultation related to the operations of the organization.
- Be familiar with College and community resources as they relate to the student organization.

#### Fundraising:

- Fundraising should be done on behalf of the club and should be approved through the office of Student Life.
- Any food sales must be prepackaged and/or prepared by licensed vendors.