

Schenectady County
Community College's
STUDENT GOVERNMENT
ASSOCIATION

CLUBS
AND
ORGANIZATIONS
PROCEDURAL
MANUAL

2009 - 2010

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Student Government Association Clubs & Organizations

American Culinary Federation

- To promote, develop and carry out the goals, work and program of the American Culinary Federation; to promote the best interests of the culinary profession generally and the interests and welfare of chefs, cooks and others engaged in the culinary profession

Aviation Club

- For those interested in the field of aviation/aviation program

Black & Latino Student Alliance

- To promote a common bond for African-American students and other ethnic groups on a social level

Business and Law Club

- To develop competence, develop character, prepare for useful citizenship, encourage improvement in scholarship and establish standards for entrance into business occupations with support of the national chapter

Christian Fellowship Club

- To worship God through song, prayer and the study of His word and provide fellowship and spiritual support for other Christians

Computer Help and Support Club aka Computer Clubhouse

- To help students learn basic computer skills and to help one another with computer problems.

Criminal Justice Club

- To further the knowledge and understanding of the criminal justice field and to enhance the student's knowledge pertaining to career development

Drama Club

- To sponsor trips, locally and in New York City, to provide an arena for both professionals and non-professional companies to express their views through the drama media

Early Childhood Education

- To use our education and knowledge within the community and to expand our education through community

Horse Club

- To enhance the knowledge of horse behavior and care requirements by direct interaction with these animals and possibly other similar animals as well.

Hospitality Club

- To embark on education activities to promote self-development as well as exploring career opportunities within the hospitality industry

Phi Theta Kappa Honor Society

- To recognize & reward student achievement; promote high standards in academics & leadership

The Pride Alliance

- To improve and increase awareness, education, self-pride and support for all members of our community through various activities held in a respectful, positive and productive manner

RESTART Club

- To provide support for returning adult students in an online format where advice, information and ideas can be shared

RHYTHMS Literary Magazine

- Encourage and support creative writing and artistic endeavors of students, faculty and staff and publishes for the community a literary magazine.

Science Club

- To promote the sciences and encourage the studies in this field through field trips and experiences outside of classroom activities

Spanish Club

- To band together students involved in or interested in the study of Hispanic cultures, customs and language while promoting an appreciation for Hispanic culture on campus

Student Activities Board (SAB)

- The major activities planning organization on campus. The events that SAB plans are many and varied, and they include cultural, social, educational and recreational activities

Student Government Association

- To represent the interests, further the social and personal growth, and promote the general welfare of the student body

Student Volunteer Organization

- To represent the interests, further the social and personal growth, and promote the general welfare of the members of the organization and to create a positive attitude about community service on campus as well as create a placement system that will connect student and faculty volunteers with agencies in need of their help

Technology Club

- To further the knowledge and understanding of the members in the field of technology and electronics while enhancing members experience pertaining to scholastic and career development

Tutor Networking Club

- To provide training and support for peer tutors and tutees; to plan activities in order to raise money for two student scholarships

Student Activities Professional Staff - Elston Room 222

Ms. Martha Asselin

Associate Dean for Student Services/Director of Student Activities/SGA Advisor
asselimj@sccc.edu
381-1336

Mr. David Gonzalez

Athletic Director
gonazldm@sccc.edu
381-1356

Mr. Jason Benitez

Multicultural/Educational Opportunity Program Coordinator
381-1279

Ms. Susan Bleser

Student Services Secretary
bleser@sccc.edu
381-1335

Ms. Jan Libbon

SGA Bookkeeper
libbonje@sccc.edu
381-1341

Ms. Donna Tessitore

FSA Bookkeeper
tessitdl@sccc.edu
381-1281

**Student Government Association
Elston- Room 220H
381-1338**

President	Amanda R. Smith-Lucier
Vice President	Conor McKiernan
Treasurer	Mario Claudio
Student Trustee	Emily L. Miller

CLUB AND ORGANIZATION ADVISORS 2009 – 2010

CLUBS AND ORGANIZATIONS	ADVISORS
American Culinary Federation	Mr. Robert Payne 381-1216 E510
Aviation Club	Ms. Barbara Jones 381-1266 C205
Black and Latino Student Alliance	Mr. Jason Benitez 381-1279 E222
Business and Law Club	Ms. Matthew Farron 381-1385 E350 Ms. Sheila Fogietta 381-1265 E315
Christian Fellowship Club	Ms. Martha Asselin 381-1336 E222 Ms. Kim Williams 381-1417 E510
Computer Help & Support Club a.k.a Computer Clubhouse	Ms. Kathy Liska 377-1606 E109
Criminal Justice Club	Mr. Richard Hegney 381-1418 E512
Drama Club	Ms. Sandra Boynton 381-1355 B113
Early Childhood Education Club	Ms. Tammy Calhoun 381-1295 G131 Mr. Debra Ahola 381-1402 G130
Horse Club	Ms. Kim Scheuerman 381-1259 E202
Hospitality Club	Ms. Ingrid O'Connell 381-1451 E235
Phi Theta Kappa Honor Society	Ms. Bernice Dunn 381-1342 E223 Ms. Carol DeFries 381-1392 E311
The Pride Alliance	Ms. Kim Scheuerman 381-1259 E202
RESTART Club	Ms. Margaret Ann Williams 381-1337 E223 Ms. Robyn Posson 381-1257 E223
Rhythms Literary Magazine	Mr. Geoffrey Welch 381-1466 E313
Science Club	Ms. Maggie Spring 381-1412 E413
Spanish Club	Mr. Michael Dzikowski 381-1458 E530
Student Volunteer Organization	Ms. Renee Adamany 381-1298 E202 Ms. Martha Asselin 381-1336 E222 Mr. Mark Seth 381-1385 E307
Student Activities Board	Mr. Jason F. Benitez, 3818-1279 E222
Technologies Club	Mr. Keion Clinton 381-1215 E512
Tutor Networking Club	Mr. Dan McCrea 381-1464 E328C Ms. Ronalyn Wilson 381-1462 E328C

All recognized clubs/organizations have an approved constitution on file in the Student Services Office. Constitutions define the club or organization, describe the activities and membership of the group, and define the role of all officers of the club/organization. A copy of each club's constitution is provided annually to all advisors along with the budget at the start of each academic year.

The Student Government Association recognizes clubs and organizations which are formed for one or more of the following purposes:

- for special or departmental interests, including those which are established with a common educational purpose
- for honorary groups where membership is earned as an award for achievement
- for service learning groups which exist to serve our college and/or community

Any club/organization wishing to submit a new constitution or make changes or amendments to an existing constitution must provide a written copy to the Student Services Office to be reviewed by all required parties before being approved.

FACULTY ADVISORS

Faculty advisors must be, as per the SGA By-Laws and Constitution, full-time professional employees of Schenectady County Community College, unless approval for a special appointment is granted by the Associate Dean of Student Services.

Faculty Advisors Responsibilities

- Provide guidance, support and encouragement to club officers and members
- Submit a list of all club officers to the Student Services (Elston 222) within the first four weeks of a semester. The list should include each officer's name, address, phone number and email. (NO FUND RAISING or fund disbursement will be allowed until completed.)
- Supervise and attend ALL club meetings, events and activities.
 - ✓ Establish meeting dates, times and on-campus locations through the Student Services Office.
 - ✓ Ensure the attendance of at least one club officer at each meeting.
 - ✓ Ensure club meeting minutes are taken properly and copies are forwarded to the Student Services Office.
 - ✓ Assist with club projects and goal planning.
 - ✓ Complete necessary forms prior to all field trips.
 - ✓ Ensure club conformance to college/SGA policies, rules and regulations.
- Oversee the club budget.
 - ✓ New advisors must attend a mandatory budget training session.
 - ✓ Ensure the attendance of club officers at budget training sessions.
 - ✓ Verify and sign all requisitions, purchase orders and request to college forms PRIOR to submitting to the SGA Bookkeeper.
 - ✓ Review all monthly financial statements provided by the SGA Bookkeeper with the club treasurer and address any concerns in a timely manner. If there are no concerns initial a copy of the budget and return to Student Services.
- Ensure that a club officer attend all Student Organizational Board meetings.

MEETING REGULATIONS

Club Meeting Rooms

Clubs may reserve a classroom for their meetings held during College Hour (Tuesdays and Thursdays from 11:30 a.m. - 12:30 p.m.). Contact the Student Services office early each semester to ensure the club a meeting room.

Advisors will need to work with the scheduling office or make other arrangements should the club meet at times outside of College Hour. Meetings may be held **on campus ONLY**.

Once club meeting times and locations have been established, the Advisor will need to notify the Student Services Office. Club meeting times and location will be shared with interested students and advertised on campus.

Special Events Rooms

To reserve a multi-purpose room, (i.e., Lally-Mohawk Room, Stockade 101), please inform the Student Services Office **at least two weeks in advance**.

Meeting Agenda

The meeting agenda is an outline for the meeting. It lets members know in advance the purpose and direction of the meeting.

Agendas should include:

- ✓ meeting start time, date and location
- ✓ approval of minutes from last meeting
- ✓ roll call of all present at the meeting
- ✓ topics for discussion
- ✓ any unfinished business from the previous meeting
- ✓ date/time and location of next meeting

See sample agenda in appendix.

Meeting Minutes

Meeting minutes must be recorded at EVERY meeting of the club/organization for record keeping purposes. Copies of the minutes must be submitted to the Student Services Office and to the SGA Bookkeeper within one week of the meeting. Minutes must be distributed to all club members, as well as to the Advisor.

Taking Minutes

It is the secretary's responsibility to take clear and accurate minutes at each meeting. If for some reason the secretary is not present, the club/organization must appoint someone to fulfill this responsibility. Minutes summarize and reflect all actions taken, all discussions held, all agreements reached. After the meeting, minutes should be written up and distributed within three days. Quick action reinforces the importance of the meeting and reduces errors of memory.

Proper minutes include:

- ✓ name of the club/organization
- ✓ date/time/location of the meeting
- ✓ a list of all present at the meeting
- ✓ approval of the minutes from the last meeting of the group (to include any revisions/changes)
- ✓ all officer reports
- ✓ all resolutions made, all votes and decisions which were made
- ✓ name of the meeting chair/facilitator
- ✓ name/title of individual taking minutes

See sample minutes in appendix.

CLUB AND ORGANIZATION OFFICERS

Requirements for Club Officers

As per the Student Government Association Constitution, Article VII. Section 2.F. "Requirements of students holding an office in a recognized club or organization:"

To be eligible as an officer in a Student Government Association club or organization, a student must:

- ✓ be a full-time student as defined by Schenectady County Community College
- ✓ maintain an academic cumulative average of at least 2.0

If any officer fails to achieve a 2.0 cumulative average, the student will be ineligible for his/her present office and notified in writing of his/her standing by the Executive Board of the Student Government Association. The student is still eligible for membership in the club or organization.

Responsibilities of Club Officers

The following guidelines are offered to assist you in your role as a club officer in the clubs and organizations sponsored or recognized by the Student Government Association. All officers must work closely with their advisor, Student Service Office and the SGA Bookkeeper.

President

1. Participate in Budget Training Session at start of fall semester.
2. Execute and enforce the rules and regulations of the College, the Student Government Association and the club's constitution.
3. Call and preside over all meetings of the club.
4. Appoint committee chairpersons as necessary.
5. Serve as the official student representative of the club.
6. Attend Student Organizational Board meetings, (or assign someone to attend in President's place).
7. Check mailbox in Student Services Office on a daily basis.

Vice President

1. Participate in Budget Training Session at start of fall semester.
2. Assume all roles of the President in his/her absence.
3. Attend committee meetings and report back to the President

Treasurer

1. Participate in Budget Training Session at start of fall semester.
2. Maintain financial statements for the club - coordinate with the SGA Bookkeeper.
3. Prepare SGA requisitions for the club.
4. Coordinate fund raising activities for the club and reconcile all monies from fund raising activities with the Student Services Office.
5. Deposit all club income with SGA Bookkeeper within 24 hours of the fund raiser.
6. Execute and enforce within the club the rules and regulations of the College and the Student Government Association in regard to fund raising activities and financial procedures.

Secretary

1. Record minutes from each club meeting and distribute them to the advisor, the Student Services Office, the SGA bookkeeper and all club members.
2. Type and handle correspondence for the club.
3. Maintain club records.

Student Organizational Board (SOB)

The Student Organizational Board (SOB) is a committee of the Student Government Association chaired by the Vice President of SGA. The SOB meets twice a semester and **attendance by club presidents or their representative is mandatory**. These meetings are important because dates of events, policies and budget procedures are discussed, and any questions you may have can be answered.

Reminder notices will be emailed to club all advisors and officers and be placed in club mailboxes attention presidents prior to these dates.

MARKETING AND ADVERTISING

Publicity

In an attempt to coordinate activities, it is requested that your club submit to the Student Services Office a list of your meeting dates and times along with your activities as they are scheduled in an effort to alleviate any conflicts in various club activities.

- To have your meeting time advertised on the campus message system; contact Martha Asselin, Student Services Office, 222E or asselimj@sccc.edu
- To have your meeting time advertised the college newsletter, *The Binnekill*, contact Heather Meaney, Stockade 108 or meaneyhl@sccc.edu.

Campus Mailboxes for Athletics and Clubs/Organizations

SGA provides all clubs and organizations with a mailbox in the Student Services Office 222E. Club officers and advisors should check their mailboxes on a daily basis.

Mailboxes for the Student Government Association Executive Board are also located in the Student Services Office, 222E, should clubs need to contact them.

Poster Policy

Updated November 17, 1992

1. All posters must be approved by the Student Services Office. The poster will be stamped and initialed by Student Services only if approved for posting.
2. All publicity must bear the name of the sponsoring group. Please have the sponsoring group name stand out on the poster.
3. The sponsoring group must be affiliated with SCCC. (Solicitors from outside of the campus are not permitted to advertise on campus premises unless a SCCC group is credited for sponsoring the "outsider.")
4. Posters are to be placed on designated bulletin boards only - **not on windows, doors, elevators or walls.** Any poster found posted on an inappropriate spot will result in a fine of \$1 per poster to the sponsoring group (responsible party).
5. The neatness of the material and the maintenance thereof are the responsibility of the sponsoring group. Posters must be no bigger in size than 8 1/2 x 11 inches unless approved otherwise by Student Activities.

NOTE: ONLY Club Advisors and/or their designees can utilize the copy machine in the Student Services Office (222E) to copy publicity material and various other materials used by the organization.

SGA BUDGET PROCESS

YOUR Student Activity Fee

All students must pay a Student Activity Fee (full-time \$53 per semester, part-time \$3 per credit hour) in the fall and spring terms. Activity fees are not collected in the summer months. These funds are collected by the College and then distributed to the SGA via a check disbursement mailed to the SGA Bookkeeper. These funds are disbursed according to the prior year's budget process. Student Government Senate members, Advisors, Athletic Coaches, Club Officers, etc... are all responsible for overseeing that respective budgets are accessed properly and in accordance to the procedures established by the SGA and the Auditors. An audit of the SGA budget, processes for budgeting and protocols for using these funds is conducted annually in June. This audit is public record and is shared with the SGA and College. Recommendations for improvements are implemented the following fall term.

How do I become an efficient club/organization officer?

Budget and officer training sessions are mandatory for all club presidents, vice presidents, treasurers, secretaries and new coaches and advisors. Topics covered will include: ethical responsibilities, accountability, procedures, completing disbursement requisitions, purchase orders, request to collect money forms and the preparation of club minutes.

How is our budget for the year determined?

The amount of funds allocated to each club/organization is determined in the spring by the SGA Senate and the Budget and Finance Committee. During the spring semester, your club will be asked to complete a budget for the upcoming academic year. In February, Budget Request Forms will be sent directly to the athletic coaches, club/organization advisors and club presidents from the Associate Dean of Student Services. Be sure to complete

he form, make three copies, and forward all copies to the Martha Asselin by **4:30 p.m. on the deadline date** for review. Once the requests have been approved, a copy of the allocated budget will be returned to the club\organization advisor before the beginning of the fall semester.

What if our club/organization runs out of money?

If your club is in need of additional funds, the SGA Treasurer can assist your club in submitting an "Additional Allocation Budget Request" form to the Student Government Association. Additional Allocation Budget Request Forms are available for clubs\organizations that have shown to be active and have exhausted their funds for the year and may be obtained from the secretary in the Student Services Office. The club\organization must have followed all the SGA guidelines and policies in order to receive additional funding.

The Additional Allocation Budget Request Form, once submitted to the Associate Dean of Student Services, will need to be approved first by the SGA Budget and Finance Committee and then by the SGA Senate before the club can be notified if any allocation was approved.

How does our club spend our allocated funds?

Expenses must be paid through a "SGA Disbursement Requisition," a form which is available from the SGA Bookkeeper. All expenses are paid by check through the proper process with the SGA Bookkeeper. **NO BILLS ARE PAID IN CASH BY CLUB MEMBERS OR ADVISORS.** It is mandatory that original receipts are given to the Bookkeeper for all transactions. Under no circumstances can or will a bill be paid or a reimbursement granted without proper documentation and original receipts. In addition, all disbursements must be signed by the Club Advisor and officer. Without these signatures, budget requisitions cannot be processed.

What if our club/organization needs money in advance?

If you are having a function that requires money prior to the date of the function, the disbursement must be submitted to the Bookkeeper two weeks prior to the event, not the day of it.

If a club member pays for something in cash, a receipt must be attached to the disbursement. No check can be issued without a receipt. As per a motion made and passed at the December 6, 2003 meeting of the Student Government Association, a check can be made payable to a club member. Checks will only be issued in a student's name if that student has been identified as winning a scholarship, contest or raffle prize money.

NOTE: **The last day for all clubs and organizations to submit disbursement requisitions for the academic year is the *third Friday in April*, as per the guidelines. This provides the SGA Bookkeeper adequate time for preparing all accounts for the Annual Audit and for review before May graduation. NO fund raisers are to be held after this date.**

What is a SGA Purchase Order?

Many local businesses will accept a Student Government Association Purchase Order and then bill the organization. Purchase Orders can be obtained from the SGA Bookkeeper and **MUST** be made out to a specific company or business with the exact costs. All Purchase Orders must be approved by the Associate Dean of Student Services prior to the order being placed.

SGA FUNDS POLICY

Policy passed by SGA on December 6, 1984

1. Any budget request received after the first day of classes for any allocation of money from SGA funds to club or organization for activities in their budget must be used for those activities.

Each individual activity has a certain amount of money allocated for that use. If that activity did not occur or costs less than budgeted, the excess will return to SGA funds. (Effective January 21, 1985.)

2. SGA funds allocated must be used one month before the last day of classes in the spring term unless the money is for pre-approved activities or expenses in a club's budget. If any SGA allocated funds are in a club's account as of the above stated date, they will be returned to the SGA. **No funds will be authorized after the last day of finals.** (Retroactive to September 4, 1984.)

3. No club parties will be allowed from the SGA allocated funds.

SGA ANNUAL BUDGET PROCESS CYCLE

The budget process is an all-inclusive process that involves key individuals from the SGA Senate Budget and Finance Committee, the SGA Executive Board, the SGA Bookkeeper (a professional bookkeeper contracted through the SCCC Faculty-Student Association, Inc. with specific responsibilities with the SCCC SGA), the SGA Advisor/Associate Dean for Student Services, Athletic Director, and Club and Organization Advisors and officers.

To Be Done In January

Student Services send notice to all clubs, SAB, Athletic Director and Student Activities to submit budget proposals (3 copies) for the upcoming year.

Due By End of February

Clubs, SAB and Student Services budget requests are submitted to SGA Treasurer for the upcoming year.

Due By Mid-March

Athletic Director submits the upcoming year's athletic budget proposal to the Associate Dean of Student Services for review and adjustment.

Due By End of March

SGA Treasurer reviews budget proposals, obtains enrollment projections from SGA Advisor and computes budget projects for the upcoming year.

SGA Athletic Board reviews and adjusts the budget. The athletic budget is then submitted to the Budget and Finance Committee for review.

Due by Mid-April

SGA Budget and Finance Committee reviews requests and all budget lines. Committee adjusts budget to meet projections and submits to Senate.

To Be Done By First of May

SGA Senate to review proposed budget submitted by the Budget and Finance Committee and to hold at least two (2) open budget hearings to review proposed budget with student body. The budget is adjusted/revise, if necessary, and then sent to the Senate for a vote of approval.

Due Before Third Week of May

Budget is submitted to the Associate Dean of Student Services and reviewed with the SCCC College President. Any feedback is received and shared with the SGA Senate and Executive Branch. As the summer progresses, more complete and accurate enrollment figures are coming in. By the first week of classes in the fall, and again in the spring, these figures are accurate in reflecting the amount of Student Activity Fees that will be collected and forwarded to the SGA for that semester.

June

The Annual SGA Audit is conducted. Outside auditors are hired to review all books, records, transactions and activity of the SGA from that year. The final audit report is a public record and is shared. Recommendations for improvements are incorporated into the following year. It is noted that the SGA is only active during the fall and spring terms when activity fees are collected. Fees are not collected during the summer intersession.

September

SGA begins to receive the collected Student Activity Fees from the Business Office of the College. Official notification of the club/organization budget is sent to all Advisors and Officers during the first week of classes in the fall. This action initiates the budget cycle for the year. Clubs or Organizations wishing to request additional allocation and funding support from the SGA must complete the appropriate budget request forms and submit them to the SGA for the Budget and Finance Committee to review and to forward a recommendation to the SGA Senate for action. (See Appendix for Budget Forms.)

Budget training sessions are held, and are required of all officers, coaches and advisors. Budget training must be successfully completed prior to accessing funds allocated for the year. Budget training is provided by the SGA Bookkeeper, the SGA Treasurer and the Student Services Office.

Budget Process As It Pertains To The SGA Officers

Constructing a student body budget is one of the most important tasks your student government will undertake. Dispensing student body funds involves a process, which requires careful analysis. There are a few steps your students can follow to help ensure success in your budget making process.

Step 1: Involve all stakeholders: You want to involve the students and staff your budget will affect. Constructing a budget blindly without input from student representatives, coaches, club advisors, student activities, etc. is a recipe for disaster. You must include all of the stakeholders, and actively seek a priority “wish list” from them. At this point, you are just seeking input and not guaranteeing a set amount of funds.

Step 2: Review the previous year's budget. It is imperative that your students carefully analyze the previous year's budget report. They need to be familiar with revenue items, expenditures, and unforeseen costs.

Step 3: Make projections. Once you have carefully studied the previous year's budget, you will be better equipped to make an educated projection for this year's budget. Now you can make assumptions on how much revenue you plan on making on budget items. It also allows you to reevaluate any budgetary items in which you experienced a shortfall. Enrollment projections can be obtained from the Associate Dean for Student Services.

Step 4: Now go back to the stakeholders' "wish lists". At this time, you want to go and review the "wish lists" of the various stakeholders. Carefully analyze their requests and start to determine the funds the student government will be able to allocate. Most likely, you will be unable to honor all of their requests. Remember, you can only allocate funds based on the projections you have made. Therefore, telling people "no" is a harsh part of the budgetary process.

Step 5: Create a rough budget. Now is the time to create a rough budget to plug in all the numbers for revenue and expenditure costs. Allow students to freely input the numbers as they see fit. Most likely, when you have completed the rough draft budget, students will realize they have to rework the budget and may need to separate "wants" from the "needs" in order to make the budget work.

Step 6: Make the appropriate adjustments. Your students will reevaluate the budget and make adjustments where appropriate. Perhaps they will realize they need to trim some costs in certain areas.

Step 7: Create the final budget. You have now spent countless hours to construct a meaningful and legitimate budget. You have made sure your expenditures match your revenue, and you're ready to put it out to stakeholders. Please remember, not everyone will be completely happy with the budget you have created. In human nature people generally want more. Remind everyone that budget creation is a student driven process.

Step 8: Present the recommended budget for approval. The SGA Senate must hold open forums with the student body in which the budget is openly discussed, reviewed and, if appropriate, revised. The FINAL budget is then prepared, reviewed with the SGA Bookkeeper, the Associate Dean for Student Services and Student Activities Director for final input. This final budget is then presented to the SGA Senate by the SGA Budget and Finance Committee. When the budget is approved (passed) it is then forwarded on to the Associate Dean for Student Services for dissemination to the SGA Bookkeeper, College administration, and auditors.

PROGRAMS WITH FOOD

A Special Function Sheet must be completed by the club Advisor. This is available from Chartwells.

Catering: As per Chartwells, catering requests are as follows: coffee service (1 day), coffee service and food (2 days notice) and all other catering (1 week's notice).

HOSTING AN ON-CAMPUS EVENT

1. Notify the Student Services Office.
2. Arrange for use of facilities (see "Club Meeting Rooms and Facilities").

3. Complete a "Request To Collect Money" form if admission will be charged or there will be any money collected. Forms are available from the SGA Bookkeeper.
4. Request your "Purchase Order" and submit your "SGA Disbursement Requisition" to the SGA Bookkeeper as early as possible to insure processing. (See "SGA Purchase Order" and "SGA Disbursement Requisition.")
5. If a club wishes to have a performer on campus (i.e., a DJ, musician, speaker, etc.) and wishes to pay the performer, a "Program Agreement" form needs to be completed and signed by the performer and club advisor. Program Agreements can be obtained in Student Services, 222 Elston (see Appendix).

SGA FUND RAISING POLICY FOR CLUBS/ORGANIZATIONS

Revisions approved by the SGA Senate on May 10, 2002

All fund raising must be arranged in advance through the SGA Bookkeeper and in accordance to these guidelines, policies and procedures.

"Request To Collect Money" Form

The first step to initiate any fund raiser is to complete a "Request to Collect Money Form". These forms can be obtained from the Bookkeeper (Elston-222) and must be returned upon completion. Forms must be completed **at least one week prior** to each fund raising event. Club name, contact person, phone number and the requested dates for the fund raiser are noted on this form. There is a two day limit per week for a club to have fund raising events with the exceptions of raffles and order-taking fund raisers. (This is to prevent a club from signing up to do a sale that lasts an entire week and prohibits other clubs from selling that week.) The Bookkeeper will schedule fund raisers so that they do not conflict with other fund raisers.

Once the "Request to Collect Money" form has been submitted, Student Services will initiate the required paperwork to provide set-up, arrangements, request to reserve room/space on campus, and equipment reservation. It is important to note on the "Request To Collect Money" form any and all needs of the events, such as the number of tables/chairs needed, the planned location, etc.

Food Sale Fund Raisers

The College's food service vendor, Chartwells, has first rights to all catering events on campus. Clubs must go through Chartwells for all their catering needs. Chartwells has first rights for refusal.

Often Chartwells grants clubs and organizations the opportunity to sell food for fund raisers as long as :

- The vendor has signed a waiver, the "Catering Release Form" permitting such business on campus. This must be done for all candy sales, etc.

No tables can be placed in front of Chartwells/QFM for fund raising.

Due to NYS Health Law regulations, **bake sales are not permitted**. State health code prohibits serving food prepared at homes or other non-licensed sites. Issues of liability, food safety and food handling are all key in this decision.

Pizza sales will be assigned no more than 2 months in advance via the SGA Bookkeeper. A waiting list will be kept after all available dates are assigned within the two month period.

Holiday Fund Raisers

Sign up for fund raising events on major holidays in the fall and spring semesters will commence on October 1 and February 1 respectively. Open dates within the period will be filled from the waiting list on a priority basis, as will successive sale dates as they become available. If a club does not acknowledge receipt and acceptance of the sale date within 48 hours, they will be crossed off the list.

All fund raising dates will be filled on a first come, first serve basis. There will be no limit to the amount of raffles a club can have and no limit to the number being held at one time.

Sales or Raffles Fund Raisers

All fund raisers involving any type of sales or raffles must be approved by the Student Services Office and the SGA Bookkeeper at least one week prior to such sales or raffles.

Table-selling fund raisers (i.e., flower sales), with the exception of raffles and pizza sales, can be done at most twice a week.

Raffle Ticket Sales

Pre-numbered printed tickets must be used for any and all raffles. The Student Services Office will issue these tickets free of charge. Other raffle tickets will be null and void.

Only one type of raffle (i.e., gift baskets, movie tickets, dinner certificates, etc.) can be held by clubs, organizations or athletic programs at the same time.

Each ticket must cost one set price. In other words, a ticket may cost 25 cents, 50 cents, \$1, etc. You may not charge \$1 for three tickets because such a transaction is difficult to reconcile. Ticket price will be noted on the "Request to Collect Money" form. Only 100 tickets will be issued at one time. When the tickets are sold and the monies are deposited with the SGA Bookkeeper into your SGA account, additional tickets will be issued. **YOU ARE RESPONSIBLE FOR THESE TICKETS.**

i.e.- if you are issued 100 tickets and sell only 75 tickets, the monies collected from the 75 sold tickets along with the unsold 25 tickets must be returned to the SGA Bookkeeper. Failure to do so will result in the club or organization being held responsible for the monies of the non-returned 25 tickets.

All winners of any and all raffles must be announced publicly on campus via the College's e-mail system, the College's newsletter, *The Binnekill*, and be reflected in the minutes of the club/organization.

Charging Admission to Events

You may charge an admission price to any event. Pre-numbered admission tickets must be used. See the SGA Bookkeeper to obtain these tickets. It is suggested that SCCC students who paid the Student Activity Fee be charged lower admission prices than other groups. (For example: SCCC students with an I.D. \$1, children \$1.50, non-Student Activity Fee paying persons \$2.)

Reconciliation of All Funds Collected

All ticket sales and raffles must be reconciled with the SGA Bookkeeper within 24 hours of the event, at the latest. It is preferred that all money collected from fund raising is submitted to the SGA Bookkeeper on the same day it is collected.

Money deposited should equal the number of tickets sold. Any unsold tickets must be returned. If reconciliation does not occur within 24 hours, your privileges for future fund raising may be revoked. Any money that is lost or unaccounted for will be deducted from the club, organization or athletic budget. SGA is not responsible for any monies that are reported missing prior to being submitted to the SGA Bookkeeper.

Alcohol Policy

As per the College's Student Code of Conduct as it pertains to alcohol, no fund raiser will be approved nor permitted in which alcohol is associated with the event, function or raffle prize.

Scholarships and Awards Fund Raisers

All fund raisers conducted for the purpose of establishing a college scholarship must have prior approval and must conform to the SCCC Foundation, Inc. guidelines. Appropriate College procedures must be followed closely.

Cancellation or Rescheduling a Fund Raiser

Clubs or organizations wishing to cancel a scheduled fund raiser must inform the SGA Bookkeeper 48 hours in advance. Failure to do so will result in loss of fund raising privileges until further notice.

NOTE: The *SCCC Handbook 2008-2009 Planner and Campus Resource Guide* has the dates for when fund raising events can be held. No fund raising events will be approved before/after these dates noted in this publication.

Any club, organization or athletic program which fails to comply with the above rules and regulations shall become subject to dismissal from the SGA roster and relinquish its privileges to utilize student activity funds. This action may be taken by a majority vote of a quorum in the Senate.

SGA TRIP POLICY

Policy Adopted by SGA 12/6/84. Revised in 5/98

1. The Club Advisor, along with faculty or staff members as chaperones, must accompany the trip in the ratio of 1 faculty/staff member to every 20 students.
2. The following materials must be submitted to the Student Services Office at least 24 hours in advance of the trip:
 - a. a list of **all** people who will be on the trip along with emergency phone numbers
 - b. signed releases, to include emergency phone numbers, from all persons who will be on the trip
 - c. specific itinerary (to include: exact route to be taken, time of departure and return, and locations of places to be visited). Itinerary will not change unless approved by club advisor.
3. All trips must be approved by the Student Government Association and the Associate Dean of Student Services at least one week prior to the trip date.
4. All trips must be sponsored by a recognized Student Government Association club or organization.

5. No alcoholic beverages or controlled substances may be taken on the trip or consumed at any time before or during the trip.
6. Generally no overnight trips will be approved unless they are conferences and conventions.
7. Trip participants must go and return on the same vehicle. There are NO exceptions.
8. The Student Government Association will fund transportation expenses up to \$500 per club.
9. Any irregularities that occur on trips must be reported in writing by the Advisor to the Associate Dean of Student Services the next school day following the conclusion of the trip.
10. Failure to adhere to the above rules and regulations will result in automatic denial of future trips of said club or organization by the Student Government Association and trip participants may be subject to disciplinary action by the College.

Note: Guests may not benefit from any costs or charges subsidized by the Student Government Association.

APPENDIX

SAMPLE AGENDA

Name of Club/Organization
MEETING AGENDA
Date of the Meeting
Time and Location of the Meeting

Call to Order By (name/title of individual running the meeting)

Roll Call

Typically the secretary takes roll call but could pass around sign-in sheet. Minutes should state names of all present at the meeting.

Approval of Minutes

Minutes from the last meeting should be presented, any changes to be made need to be stated, then the minutes need to be approved with a majority vote by the group. Minutes should reflect any changes made and result of the vote.

Officer Report

Each officer should provide to the secretary items they have for the upcoming meeting. Not all officers need to have reports for each meeting; however, a treasurer's report should be given at least once a month.

Committee Reports

Old Business

Items from previous meetings/unfinished business discussed here. Minutes should include all items and should reflect all voting.

New Business

Items for discussion that were approved for the agenda discuss here. Minutes must reflect all items and all voting held. For example, if the club has a motion made to spend \$300 of the club funds for an upcoming program, minutes must reflect the motion, the second of the motion and the outcome of the vote. Any items not completed at this meeting become "Old Business" items at the next meeting.

Announcements

Any announcements from the membership can be made here. Minutes should reflect all announcements.

Adjournment

Motion to adjourn must be made and then seconded; no vote is needed. Meeting ends with the seconded motion being noted. Minutes should reflect the time that the meeting was adjourned.

SAMPLE MINUTES

Name of Club/Organization

MEETING MINUTES

Date of Meeting

I. Call to Order

A. The name of club/organization is called to order at 11:30 a.m.

II. Roll Call

A. The following personal were present:

III. Officer Reports

A. The Vice President stated

IV. Old Business

A. Discussion was held regarding last month's fund raiser.

V. New Business

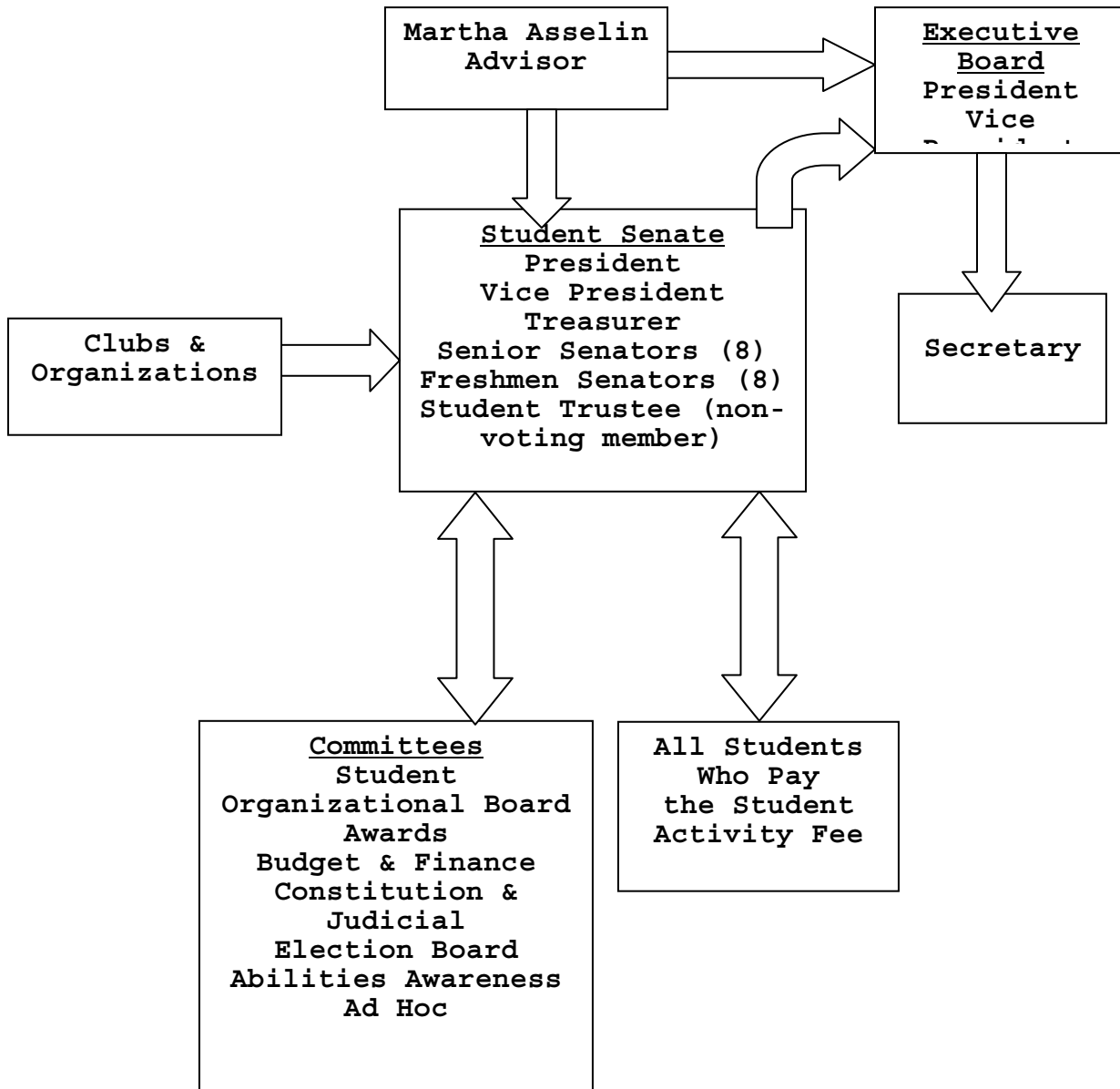
A. Discussion was held regarding upcoming conference.

VI. Announcements

A. John S. motioned to adjourn the meeting. Jane B. seconded the motion.

B. Meeting adjourned at 12:25 p.m.

Student Government Association
Organizational Chart



**SCHENECTADY COUNTY COMMUNITY COLLEGE
STUDENT GOVERNMENT ASSOCIATION CONSTITUTION**

PREAMBLE We, the students of Schenectady County Community College, in order to form an organization through which the students may voice their opinions, register their wishes and insure their rights, do ordain and establish this Constitution for the students of Schenectady County Community College.

ARTICLE I. Name of Organization

The name of the organization shall be the Student Government Association of Schenectady County Community College.

ARTICLE II. Purpose

The purpose of the organization shall be to represent the interests, further the social and personal growth, and promote the general welfare of the members of the student body. This Constitution shall be the basis of the Student Government.

ARTICLE III. Membership

- A. All full- and part-time students of Schenectady County Community College shall become members of the Student Government Association upon payment of the appropriate student activities fees.
- B. All members of the Student Government Association may participate in Association meetings and may vote in elections and referendums of the Student Government Association.

ARTICLE IV. Student Senate

Section 1. Duties and Powers

- A. To act for and in behalf of the student body in promoting and supporting all activities which enhance the purpose of the Student Government Association.
- B. To be responsible for the determination of, the administration of and the allocation of all funds accruing to the Student Government Association.
- C. To maintain cooperative relationships with student leaders of other institutions of higher learning and the community.
- D. To represent the Student Government Association in relations with the faculty and administrative officers of the College.
- E. To appoint members of the Association to serve as members of those committees of the College that are denoted as joint student-faculty-administration committees or boards. These committees will only be open for second semester freshmen or seniors.
- F. The power to oversee all organizations of the Association.

- G. The Senate has final approval of line item transfers in excess of:
 - 1. \$50 between line items

2. \$300 within an organization's account.
- H. The Senate has the power to freeze an organization's budget until a time when a proper investigation can be conducted.

Section 2. Senate Meetings

- A. Regular meetings of the Student Government Senate shall be called by the President at least once a week during the regular academic year at times and places to be determined by the Student Senate, in cooperation with the College.
- B. Notice of all regular meetings of the Student Senate, including the time and place of such meetings, shall be published at least two (2) days prior to the meeting.
- C. Special sessions of the Student Senate may be called by the President of the Student Senate, any quorum of the Student Senate, by 10 percent of the Student Government Association, or by the President of the College, for designated purposes. Only such designated purposes shall occupy the time of the meeting.
- D. Notice of all special meetings of the Student Senate, including the time, place and purpose of the such meetings, shall be published at least two (2) days prior to the meeting.
- E. A quorum shall consist of at least a majority of the elected and seated Senate members and a majority of a quorum shall decide all legislation passed by the Senate.
- F. All meetings of the Student Senate shall be open to the college community and any one present may be recognized by the chair. Executive sessions may be called by two-thirds (2/3) vote of a quorum.
- G. All minutes of the Student Senate shall be available to the Student Government Association members.
- H. Senate sessions shall be conducted by Robert's Rules of Order as modified by this Constitution.

ARTICLE V. Association Officers and Student Senators

Section 1. Positions

- A. The officers of the Association shall be: President, Vice President and Treasurer.
- B. The student representative to the Board of Trustees shall be considered a non-voting officer of the Association.
- C. The officers of the Association shall also be officers of the Student Senate.
- D. There will be eight (8) freshmen senators and eight (8) senior senators excluding officers of the Student Senate.

Section 2. Qualifications

- A. To be eligible for any position in the Student Government Association, a student must be a member of the Student Government Association and must maintain an average academic rating of at least 2.0 cumulative average. If any member of the Student Government Association fails to achieve a 2.00 cumulative average, they will be dismissed from their office. First semester freshmen are exempt from the 2.0 cumulative average restriction.
- B. To be eligible for an officer position in the Student Government Association, a student must also have at least twenty-four (24) accepted credits as defined by Schenectady County Community College at the end of the current academic semester.
- C. To be eligible to run for a senior senate seat, a student must have no less than twenty-four (24) accepted credits as defined by Schenectady County Community College at the end of the current academic semester.
- D. To be eligible to run for a freshman senate seat, a student must have no more than twenty-four (24) accepted credits as defined by Schenectady County Community College at the end of the current academic semester.
- E. Candidates shall meet further specific requirements for each office as set forth by the Elections Board and approved by two-thirds (2/3) of the entire Student Senate.
- F. No student shall be eligible to run for any Student Government Association position in a regular election who lacks only the equivalent of one semester as a full-time day student for the completion of graduation requirements as defined by Schenectady County Community College.
- G. The student representative to the Board of Trustees as defined by Schenectady County Community College can be a full- or part-time student.

Section 3. Nominations

- A. Candidates for official Student Government Association positions shall present to the Elections Board a Petition for Candidacy which has been signed by no less than fifty (50) members of the Student Government Association. Signatures on such petitions may be duplicated on petitions of other candidates seeking the same office but not on the same petition. The Elections Board with the vote of two-thirds (2/3) of the entire Student Senate may increase but not decrease the number of signatures needed on Petitions of Candidacy.
- B. The Petition for Candidacy must be approved by the Director of Student Activities as to scholastic eligibility.

Section 4. Elections

- A. The officers of the Association shall be elected by a plurality vote of the members of the Student Government Association voting. A secret ballot or voting booth must be the medium of the election. The date or dates of the election shall be set by the Election Board and shall be within thirty (30) days of the conclusion of classes for Spring Semester. The date of elections shall be made public no less than seven (7) days prior to the election.

- B. Officer positions shall run consecutively from commencement to commencement of the academic year at Schenectady County Community College
- C. Senate elections for senior senate seats must be held within thirty (30) days of the conclusion of classes for Spring Semester.
- D. Senate elections for freshmen senate seats must be held within thirty (30) days after the commencement of classes for the Fall Semester.
- E. Freshmen senate seats shall be awarded to the eight (8) freshmen candidates who receive the highest number of votes in the senate elections.
- G. Student senators shall assume their positions immediately after the Student Senate meeting at which election results are announced.
- H. In order to maintain eligibility as a Student Government Association officer or as a student senator, such persons shall be required to maintain a cumulative average of at least 2.0 those semesters in attendance.
- I. In the event of a vacancy in the Presidency, the Vice-President shall assume that office. For any other vacancy including one caused by the assumption of the Presidency by the Vice-President, the remaining association officers and the members of the Student Senate shall elect replacements who shall complete the unexpired term of office. Candidates for such replacement positions shall follow the procedures as stated for the nomination of those persons they are replacing and shall meet the same qualifications and requirements as stated for original elections. In the event the number of vacancies is four (4) or more at one time, the Senate will hold school-wide elections for those positions.
- J. In the event of a tie for one of the officer positions or if more than one (1) candidate receives the highest number of votes for freshmen and senior senate seats, a run-off election will be held between the tied candidates within seven (7) school days after the initial election took place. The Election Board will institute and govern the run-off election.

Section 5. Officers: Duties and Powers

- A. ***President:*** It shall be the duty of the President to execute and enforce the provisions of this Constitution. The President shall call and preside over all meetings of the Association and the Student Senate. He/She shall vote on a senate legislation only in the event of a tie vote. He/she shall appoint all necessary committee chairpersons and shall receive the reports of all subsidiary organizations. The President shall serve as the official representative of the Association and the Student Senate to the duly constituted authorities of the College and to the community.
- B. ***Vice-President:*** The Vice-President shall perform all duties of the President in his/her absence. The Vice-President shall also be responsible for presenting to the Senate all charters and material relevant to chartering school clubs and activities. The Vice-President shall make every effort to see that scheduled events of school clubs and organizations do not have conflicting dates and time and shall also make public a calendar of upcoming events. The Vice-President shall also initiate with the Treasurer

coordination of all clubs and organizations activities. The implementation of programs desired to develop civic responsibility shall also be directed through this office.

- C. **Treasurer:** The Treasurer shall receive and dispense funds as directed by the Student Senate. He/she shall also be responsible for keeping accurate accounts of all revenue and expenditures of student activities fees and he/she shall insure that files and books concerning all fiscal matters of the Student Government Association are kept current. He/she shall also insure enforcement of fiscal policy as required through finance rules and regulation. The Treasurer shall submit financial reports at least twice yearly as directed by the Student Senate and be the chairperson of the Budget and Finance Committee of the Senate. In addition, implementation and enforcement of direct communications with clubs and organizations shall be the duties of this office.
- D. **Secretary:** The Secretary is appointed by the Executive Board of the Student Government Association based on his/her secretarial skills. The Secretary's duties shall include filing, taking dictation,, and transcribing communications for the Executive Board and the Senate. He/she is responsible for keeping the minutes of each senate session and publishing them at least two (2) days prior to the next regular session. He/she is a non-voting member and is not required to serve on any standing or special (ad-hoc) committees. He/she is not an elected senator.
- E. **Student Representative to the Board of Trustees:** The student will serve as liaison between the Senate and the Board of Trustees. He/she shall be elected within thirty (30) days of the conclusion of classes for Spring Semester by the student body through popular vote as set forth by the Election Board of the Senate. Unless elected as a senator, the Student Trustee is a non-voting member of the Senate. His/her term of office is held from July 1 - June 30. The Student Trustee is requested to attend all senate meetings and to communicate Board of Trustee's actions to the senate.
- F. **The President, Vice-President and Treasurer** comprise the Executive Board of the Student Government Association. Weekly meetings to discuss various areas of the Association's business shall be held as announced. Actions taken by the Executive Board in joint decision making shall stand as final until Student Senate vote, Constitution and Judicial Committee, or a student body vote shall challenge and appeal that vote and action.
- G. The President of the Student Government Association shall have the power upon statement of reason in writing to veto any motion passed by the Senate provided that it is done within two (2) school days from adjournment of the Student Senate. An executive veto can be overridden by two thirds (2/3) vote of the entire Student Senate.

Section 6. Senators: Duties and Powers

- A. Senators are elected to serve one (1) academic year and shall receive compensation for their services per semester. Each senator shall have one (1) vote per legislative item during senate sessions.
- B. Absent members who fail to notify an Executive Board member prior to any senate session are considered "unexcused" and will receive a deduction in

salary proportionate to the quantity of unexcused absences, i.e.:

<u>Unexcused Absences</u>	<u>Deduction</u>
1 per semester	10 percent
3 per semester	100 percent

All members will be allowed two (2) excused absences per semester as defined by the Executive Board. Any member who enters the Senate session after the Calling of Order is considered late. Two (2) such lateness constitute one (1) unexcused absence.

Section 7. Impeachment and Removal

- A. The Senate may by a two-thirds (2/3) vote of the entire Senate impeach any member of office of the Senate for causes.
- B. Specific reasons for impeachment shall be announced at least one (1) week prior to a hearing before the Senate.
- C. The Chairperson of the Constitution and Judicial Committee of the Student Senate shall preside over the hearing at which time the impeached member will be given the opportunity to propose a defense.
- D. The President shall preside over the Constitution and Judicial Committee in the event the Chairperson of the Constitution and Judicial Committee has been impeached.

Section 8. Re-Call

Any member of the Student Senate or an official of the Association may be re-called by a petition of half plus one (1) of the total membership of the Student Government Association.

ARTICLE VI. Student Senate Committees

Section 1. Types and Structures

- A. All standing and special (Ad-Hoc) committee chairpersons shall be named from among the members of the Student Senate and shall be appointed by the President of the Student Government Association with the approval of the Senate except where the Constitution mandates other appointments. The appointed chairpersons of standing and special (Ad-Hoc) committees shall have the privilege of naming those members of the Association to serve on their committees, provided the President approves such persons for committee membership. Each chairperson should document and report all pertinent information to the Senate.

Section 2. Special (Ad-Hoc) Committees

The President may appoint such special (Ad-Hoc) committees as he/she deems necessary and may name any member of the Association to act as chairperson. The President may receive reports from special committees at any time.

Section 3. Establishment Clause

At the beginning of each academic year, the Senate shall establish and maintain (throughout the school year) the following standing committees and require that each senator be active on a minimum of one (1) of these:

- A. ***Student Organizational Board:*** This committee should be chaired by the Vice-President of the Student Government Association with the President (or representative) of all organizations and at least four (4) senators as its members. This group shall be charged with maintaining open communications between the Senate and its satellite organizations. Meetings of this board should be held at least three (3) times each semester.
- B. ***Awards Committee:*** This committee shall be responsible for recognizing the special achievement of students, faculty, staff, and administrators in relation to the College. All awards to be issued by the Student Government Association and/or its committees should be referred to this committee for their consideration and recommendation. Should a member of this committee be nominated for an award, he/she should immediately relinquish this committee seat while the chairperson and President shall select a replacement.
- C. ***Budget and Finance Committee:*** It shall be the responsibility of this committee to hear budget requests in the excess of \$50 (fifty dollars), prepare and recommend statements of budget allocations for proposed clubs and organizations, recommend fiscal policy to the Student Senate, and enforce fiscal policies, rules and regulations as set forth by the Senate. This committee shall meet for deliberation of such rules as necessary with its members and/or newly elected membership in joint session. The members of the Budget and Finance Committee shall include the Treasurer of the Association, who shall be the chairperson, the Vice-President of the Association, the President of the Student Activities Board, and four (4) senators. They shall be responsible for recommending the stipend of the senators and officers.
- D. ***Constitution and Judicial Committee:*** This committee shall consist of no less than three (3) and no more than five (5) members. This committee shall coordinate with College officials on matters involving Student Disciplinary Procedures. This committee shall upon request rule upon the constitutionality of and legislation passed by the Student Senate. This committee shall meet no less than three (3) times each semester to review legislation, proposed club charters, operational procedures of Student Senate, Finance Board, Executive Board, Athletic Board and Student Organizational Board. This committee shall be chaired by the Vice-President of the Student Government Association.
- E. ***Athletic Board:*** The Athletic Board shall work in conjunction with the

Athletic Director in formulating budgets and salaries for intercollegiate sports and athletics that are supported by the student activities fees. The Athletic Board shall consist of no less than three (3) and no more than five (5) members. The Chairman of this Board shall be a senior senator.

- F. ***Election Board:*** This committee shall have the responsibility of conducting and coordinating all elections of the Student Government Association, recommending to the Student Senate specific requirements for various association elective positions, and recommending to the Student Senate the date for regular elections. The Election Board shall consist of not less than three (3) and no more than five (5) members.
- G. ***Abilities Awareness Committee:*** The Abilities Awareness Committee of the Student Government Association will consist of three (3) senators, with a minimum of one (1) freshman and one (1) senior senator. It will also be open to students from the college community to serve as committee members. This committee will work in conjunction with the Disabled Student Services Coordinator at SCCC. The purpose of the committee will be to educate the college community on the needs and desires of students with disabilities. In addition to this, the committee will make every effort to ensure that students with disabilities get equal opportunities in all college affairs.

ARTICLE VII. Student Clubs and Organizations

Section 1. Active student clubs and organizations which are formed for one or more of the following purposes are strongly encouraged:

- A. For special or departmental interests, including those which have a common interest of educational purpose.
- B. Honorary groups where membership is earned as an award for achievement.
- C. Service groups which exist to serve the College and/or community.

Section 2. Requirements for Proposed Chartered Clubs and Organizations

Student desiring to form a chartered club or organization must submit (in duplicate) to the Constitution and Judicial Committee and the Budget and Finance Committee of the Student Government Association the following items:

- A. A prepared Constitution which includes a statement of the club's purpose.
- B. A statement from a member of the College's full-time faculty or staff volunteering himself/herself to act as the club's advisor.
- C. A detailed account of planned activities indicating cultural, civic and college interests.
- D. A list of signatures of its proposed membership.
- E. Only Student Government Association members may be eligible to join chartered clubs and organizations.
- F. Requirements of students holding an office in a recognized club or organization.

To be eligible to be an officer in a Student Government Association club or organization, a student must:

1. be a full-time student as defined by Schenectady County Community College,
2. maintain an academic cumulative average of at least 2.0.

If any officer fails to achieve a 2.0 cumulative average, the student will be:

1. ineligible for his/her present office,
2. notified in writing of his/her standing by the Executive Board of the Student Government Association.

The student will still be eligible for membership in the club or organization.

- G. The Director of Student Activities is responsible for notifying the Student Government Association Executive Board and the organization's faculty advisor in writing of the student's ineligibility. Continued participation as an officer of the club or organization shall result in disciplinary action by the Student Government Association's Constitution and Judicial Committee.

Section 3. Requirements of Recognized Clubs and Organizations

- A. Clubs and organizations which have been previously chartered (recognized) by the Student Government Association should submit to the Constitution and Judicial Committee any revisions or changes regarding name, purpose, faculty advisor, list of active members, financial status immediately following such actions. Only recognized clubs and organizations are eligible to receive allocations from the student activities fees.
- B. All clubs and organizations must have at least one representative at the Student Organizational Board meetings. Any club or organization who fails to send a representative to more than one (1) meeting per year will be recommended to the Senate for dismissal of recognition.

Section 4. Recognition Clause

The Senate may by a majority vote of a quorum recognize any club or organization fulfilling the requirements as set forth in Article VII. Section 2.

Section 5. Failure Clause

Any club or organization which fails to comply with the above (Article VII. Sections 1. and 3.) shall become subject to dismissal from the Association's roster of recognized clubs and organizations and relinquishes its privilege to use student activity funds. This action may be taken by a majority vote of a quorum in the Senate.

Section 6. Non-Exempt

No club or organization funded by student activities fees is under any circumstances exempt from the above (Article VII., Sections 1., 2., 3., 4., and 5.).

Section 7. Posters, Notices and Publicity

All matters concerning posters, notices and publicity must conform to the following regulations:

- A. All publicity must bear the name of the sponsoring group.
- B. Publicity must be removed by the sponsoring group within one (1) school day following the completion of the event. Failure to do so will result in a fine of \$1 (one dollar) per sign left up. The Vice-President and four (4) senators assigned to the Student Organizational Board are responsible for collection and implementation of the fines.
- C. The neatness of the material and the maintenance thereof is the responsibility of the sponsoring group.

ARTICLE VIII. Dissolution Clause

In the event of dissolution of the Student Government Association, all assets remaining after payment of its just debts and obligations shall be transferred to Schenectady County Community College and be used to promote the purposes of the Student Government Association.

ARTICLE IX. Amendment Clause

An amendment to the Constitution must be passed by a two-thirds (2/3) vote of the entire Student Senate and then approved by a majority of the Student Government Association members voting in such a referendum.

ARTICLE X. Ratification Clause

Ratification of this Constitution will take place when it is approved by a majority of the members voting in the Student Government Association.