



*Student Government Association
Clubs and Organizations
Procedural Manual 2016-2017*



THIS MANUAL WILL PROVIDE INFORMATION ABOUT:

The SCCC Student Government Association (SGA) and the overarching By-Laws of the SGA

Clubs and Organizations at SCCC
Starting a new Club or Organization
Listing of all Clubs and Organizations

The Professional Staff and SGA Executives who work with SGA

Roles & Responsibilities of Faculty Advisors for Clubs/Organizations

Student Leaders /Responsibilities of Club Officers

Student Organizational Board (SOB)

Developing a Meeting Agenda
Taking Proper Meeting Minutes and Documentation

Programming and Activities
Marketing and Advertising Events

Student Activity Fee and the SGA Budget Process

SGA Funds Procedures and Fundraising

SCCC's SGA Trip Policy

SCCC's SGA Constitution/By Laws

What is the Student Government Association?

The Student Government Association (SGA) is the “voice of the students”. The SGA Senate is the vehicle through which projects, real change and improvement can occur on campus. The Senate fulfills the legislative functions of the SGA and actively reviews and passes major resolutions concerning the student’s general welfare.

Membership in the Student Government Association is granted to all full/part time students that pay the Student Activity Fee.

Benefits of membership include...

1. Free Schenectady YMCA Membership
2. Free Transportation on CDTA
3. Leadership Opportunities and Professional Development
4. Access to all SCCC Clubs and Organizations.
5. Student Activities, Cultural Programs, Co-Curricular Activities,
6. 10% Discount at Proctors and Apostrophe Café and Lounge



Clubs and Organizations

The Student Government Association oversees all recognized clubs and organizations at SCCC through the various senate committees. All recognized clubs and organizations have an approved constitution on file in Student Affairs.

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

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

Constitutions define the club or organization, describe the activities and membership, illustrate organizational structure, and define the roles and responsibilities of club officers.

Starting a New Club or Organization

Students desiring to form a chartered club or organization must submit (in duplicate) to the Vice President of Student Affairs and the Student Government Association President (who will, in turn, provide this information to the Student Government Association's Constitution and Judicial Committee and the Budget and Finance Committee) the following items:

- A. A prepared Constitution which includes a statement of the purpose and mission of the club/organization.
- B. A statement from a member of the College's full-time faculty agreeing to volunteer and act as the club/organization Advisor.
- C. A detailed account of proposed and planned activities indicating cultural, civic and college interests.
- D. A list of signatures of its proposed student membership.
- E. Only Student Government Association members (students who have paid the SCCC Student Activity Fee) may be eligible to join chartered clubs and organizations (See Article III. Section A of the SGA Constitution).
- 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.
3. The student will still be eligible for membership in the club or organization, but cannot serve in a leader/officer role.

- G. The Student Affairs office 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

For a full listing of all Active Student Clubs and Organizations please visit the SCCC website at: <http://www.sunysccc.edu/student/clubs.htm>.

Professional Staff
Student Life
Elston Hall, Room 222

Dr. Martha Asselin
Vice President of Student
Affairs
SGA Senate Advisor
asselimj@sunysccc.edu
381-1336

Ms. Jan Libbon
SGA Bookkeeper
libbonje@sunysccc.edu
381-1341

Mr. David Gonzalez
Director of Athletics
gonazldm@sunysccc.edu
381-1356

Student Government Association Executive Board
SGA Office, Elston Hall, Room 220

THE ROLE OF THE FACULTY ADVISOR

Faculty Advisors must be, as per the SGA Constitution, full-time professional employees of Schenectady County Community College, unless approval for a special appointment is granted by the Vice President of Student Affairs/SGA Co-Advisor.

Role and Responsibilities

- Provide guidance, support and encouragement to club officers and members.
- Supervise and attend all club meetings, events and activities.
- Establish meeting dates, times and non-campus locations through Students Affairs.
- Ensure the attendance of at least one club officer at each meeting.
- Ensure each club meeting minutes are taken properly and copies are forwarded to SGA Bookkeeper.
- Assist with club projects and goal planning including the completion of required forms.
- Ensure club conformance to college/SGA policies, rules and regulations.
- Oversee the club budget.
- New advisors must attend a mandatory budget training session and ensure the attendance of club officers at budget training sessions.
- Verify and sign all requisitions, purchase orders and request to collect forms prior to submitting to SGA Bookkeeper
- Review all monthly financial statements provided by SGA Bookkeeper with club treasurer and address any concerns in a timely manner. If there are no concerns initial a copy of a budget and return to the SGA Bookkeeper.
- Ensure that a club officer attend all Student Organizational Board meetings.

Student Leaders

Clubs and organizations recognized by the SGA are led by a team of student leaders called Officers. Club Officers are vitally important to the overall success of the club or student organization. Officers facilitate a structure for members to engage in club sponsored programs, activities, and meetings, provide executive services that ensure the clubs proper operation, and advance the mission and purpose of the club or organization.

Student Leaders for each club or organization are elected annually at a stated meeting and serve a one year term. Elections of officers should be completed by the end of September.

Campus clubs and organizations provide students with the opportunity to explore areas of personal and professional interest, build meaningful relationships with colleagues and cultivate core leadership competencies that support their personal, professional and educational growth.

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

- Be a student as defined by Schenectady County Community College.
- Maintain an academic cumulative GPA 2.25 or higher.

Responsibilities of Club Officers

The following guidelines are offered to assist you in your role as club officer and member of the Clubs Executive Board. All officers must work closely with their Faculty Advisor, the Student Affairs Division, Student Activities Advisor, and the SGA Bookkeeper.

Club Officers exist to serve the general membership of the club or organization, advance the mission outlined in their constitution, act as a student representative for their club, ensure that all club activities adhere to the Student Code of Conduct and procedures of the SGA, and work to safeguard the physical and financial property of the club.

All Officers, excluding the Secretary, are **required** to attend the Budget Training Session mandated by official college procedures. Funds cannot be disbursed to clubs/organizations until this training is concluded.

President

- Execute and enforce the rules and regulations of the College, the Student Government Association, and club's constitution
- Plan and create Meeting Agenda for upcoming meeting.
- Call and preside overall meeting of the club.
- Appoint committee chairpersons as necessary
- Serve as the official student representative of the club.
- Attend Student Organization Board meeting,(or assign someone to attend in President's place)
- Check mailbox in Student Affairs on a regular basis for memos and financial statements.

Vice President

- Assume all roles of the President in his/her absence
- Oversee all committee meetings and communicate findings to the club president and faculty advisor.
- Provide assistance and guidance to all committee chairpersons and ensure that committees are operating efficiently.

Treasurer

- Maintain financial statements for the club.
- Prepare necessary forms for collecting and distributing club funds.
- Coordinate fundraising activities for the club reconcile all monies from fundraiser activity with Student Affairs.
- Deposit all club income with SGA Bookkeeper within 24 hours of fundraiser.
- Execute and enforce within the club the rules and regulations of the college and the Student Government Association in regard to fundraising activities and financial procedures.

Secretary

- Record minutes from each club meeting and distribute them to the advisor and the SGA Bookkeeper. Minutes must be shared with all club members, VP Student Affairs, and the Student Activities Advisor
- Type and handle correspondence for the club including meeting agenda. Maintain club records.

Student Organizational Board (SOB)

The Student Organizational Board (SOB) is an established committee of the Student Government Association and is charged with maintaining open communications between the Student Senate and all clubs and organizations. SOB is comprised of ALL Presidents of the recognized clubs and organizations. As per the Student Government Association Constitution, the Student Organizational Board will meet at least three times each semester.

Stated meetings are important and club participation is mandatory. During regularly schedule meetings, members will meet to discuss event dates, policies, and budget procedures. Meetings also provide an opportunity for clubs to communicate and generate ideas and work together to create a bustling college community.

Excerpt taken from the Student Government Association Constitution...

“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(s), list of active members and financial status immediately following such actions. Only recognized clubs and organizations are eligible to receive allocations from the student activities fee.
- 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.

CLUB AND ORGANIZATION MEETING MINUTES

The top ten reasons why meeting minutes are required:

- 10. to record the activities for a historical perspective**
- 9. to document who is in attendance at all meetings**
- 8. to clarify all business that transpired at the meeting**
- 7. to show a collaborative process for decision making**
- 6. to enhance communication among and within group**
- 5. to reflect all approval for disbursement of funds**
- 4. to reflect approval for fundraising and other events**
- 3. to serve as documentation for all fiscal audits**
- 2. to demonstrate appropriate governance**
- 1. to meet the requirements as set forth**



Campus clubs and organizations hold regular meetings to plan and execute their programs and activities. General meetings are also a time for members to build friendships, pursue interests, and become an active member of the diverse campus community.

Regularly Stated Meetings

All student led clubs and organizations meet regularly to conduct business and ensure the successful operation of their club. The Faculty Advisor must notify Student Affairs of meeting times, dates and locations so that this information can be shared with interested students and be advertised on campus.

It is suggested that campus clubs and organizations regularly update their information in advance to ensure student participation and increase meeting attendance.

Agenda Template: See Appendix 1.1

Meeting Minutes

Minutes must be recorded at every regular and special communication of the club or organization. Minutes provide members with important information needed to vote, a recorded meeting history and ensures the professional operation of the club.

Proper minutes reflect all actions taken, all discussions held and all agreements reached including an updated treasurer's report. Each topic that is discussed should be summarized and recorded in minutes.

Sample Minutes: See Appendix 1.2

Meeting Procedure

- Meetings must be held on campus only during operating standard operating hours.
- Recognized clubs may reserve a classroom or multi-purpose room as needed through Student Affairs.
- The faculty advisor must complete an "Application for Facilities and Equipment" at least two weeks in advance to reserve a room.
- Clubs may reserve space during college hour (Monday, Wednesday 11:20-12:20) on a first come first serve basis. Campus space is limited outside of college hour. The faculty advisor must work closely with the Student Affairs Office to ensure proper meeting space.

Minutes Procedure

- Proper minutes must be taken at ALL meeting.
- Copies of all minutes must be distributed to all members and advisors.
- Minutes must also be forwarded to the Vice President of Student Affairs and the SGA Bookkeeper within one week.
- Failure to submit proper meeting minutes will result in the suspension of allocated funds and will jeopardize the official status of the club or organization.

On Campus Advertising

The Student Activities Office provides several services to help campus clubs promote their mission and advertise their meetings and events. Services include:

- On Campus Bulletin Boards
- Campus Message System
- This Week @SCCC
- Social Media (College Facebook Page)



Poster Procedures

All posters must be approved by Student Affairs. The poster will be stamped and initialed by Student Affairs only if approved for posting.

1. All publicity must bear the name of the sponsoring group.
2. 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.")
3. 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 be removed and result in a fine of \$1 per poster to the sponsoring group (responsible party).
4. 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 Affairs.

ONLY Club Advisors and/or their designees can utilize the copy machine in Student Affairs to copy publicity material and various other materials used by the organization.

Social Media

1. All recognized clubs and organizations are **prohibited** from creating or maintaining any social media accounts or **public groups** without approval from the Vice President of Student Affairs.
2. To post on the Colleges Facebook Page, Twitter or Instagram, Clubs and organizations must submit **ALL CONTENT** to the Vice President of Student Affairs at least **2 weeks before** the event or activity. Send information to Dr. Martha Asselin, asselinj@sunysccc.edu.
3. All official posts must bear the name of the sponsoring group. The sponsoring group must be affiliated with SCCC.
4. All posts, comments, links, videos, images, and content must adhere to the college's Student Code of Conduct. Inappropriate content will be removed and those responsible will face disciplinary action from the Vice President of Student Affairs.

Like SCCC on Facebook at:

<https://www.facebook.com/SUNY.SchenectadyCountyCommunityCollege?ref=hl>
<https://www.facebook.com/pages/SCCC-Royal-Duck/242172672620063?fref=ts>

Campus Message System

To have your meeting time or activity advertised on the campus messaging system; prepare a PowerPoint slide with all necessary information and submit for review and approval to Dr. Martha Asselin, Vice President of Student Affairs at asselimj@sunysccc.edu.

The neatness of the PowerPoint Slide is the responsibility of the Sponsoring Group. However the slide should be clear, professional and include...

- Date
- Time
- Location
- Sponsoring Group

To ensure that all information is clear and legible all slides must have large print (36 or more) with no special effects (word art, flash media, animation, etc.).

The Binnekill

To submit information for publication in the Binnekill, the official college newsletter, send pictures and information to Heather Meaney at meaneyhl@sunysccc.edu.



This Week @SCCC

This Week @SCCC is an official email publication sponsored by the SCCC News Office. Each weekly email is designed to highlight upcoming campus events, and share important information that impacts the student body and the college community.

1. Sponsoring groups are responsible to generate all content, supporting images and links.
2. The SCCC News Office is responsible for formatting and publishing only. Captions, descriptions, and program reviews must be brief and written in proper form.
3. All content must be electronically submitted to Heather Meaney at meaneyhl@sunysccc.edu on Wednesday for review and publication on the following Monday.

Student Activity Fee & Budget Procedures

Each student is assessed a Student Activities Fee. These funds are collected by the college and then distributed to the SGA to be used during the academic year in which they were collected.

Benefits of your Student Activities Fee

- Membership to the Downtown Schenectady YMCA
- CDTA Swiper Pass
- Club Programs and Activities and Special Events
- Leadership Training and Development Workshops
- Educational, Cultural, and Recreational Events (Concerts, Comedians, Spring Week, etc.)
- College Athletic Program



Oversight and Management

The Student Government Senate members, Advisors, Athletic Coaches, Club Officers, etc... are all responsible for overseeing their 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.

Calendar of the Budget Process



January	February	March	April
<p>Budget proposals (3 copies) for the upcoming year will be distributed to each club/organization for completion.</p>	<p>Budget proposals must be submitted to the SGA Treasurer before the end of the month if your club/organization wishes to have a budget for the upcoming year.</p>	<p>SGA Budget & Finance Committee review requests & adjusts budget to meet projections for fall enrollment</p>	<p>By Mid-April the Committee must submit their recommendations to the Senate who will then hold at least two open budget hearings to review proposed budget with student body.</p> <p>The budget is adjusted/ revised, if necessary, and then Senate vote on an approval of the budget before the first of May.</p>
May	June	July/August	September
<p>By the third week of May, the budget is submitted to the Dean of Student Affairs & reviewed with the SCCC College President.</p> <p>Feedback received is shared with the SGA Senate & Executive Branch.</p> <p><i>* Final budgets will not be disclosed until the fall when the College has accurate enrollment figures reflecting the amount of Student Activity Fees that will be collected.</i></p>	<p>An annual SGA Audit is conducted. Outside auditors are hired to review all books, records, transactions and activity of the SGA from that year.</p> <p>The final audit report is a public record and is shared.</p>	<p>No Clubs/ Organizations are in session during the Summer</p> <p>* Club budgets do not rollover. Any leftover funds from the previous semester will be lost.</p>	<p>Official notification of the club/organization budget is sent to all Advisors and Officers during the first week of classes in the fall initiating the budget cycle for the year.</p> <p>* Clubs will be unable to access their budgets until ALL required parties complete Budget Training</p>

Student Government Association Funds

1. Only recognized clubs/organizations can submit a Budget Request Form to the SGA for approval. The SGA will approve the budget amount to be allocated to each recognized club or organization.
2. Each club has an approved amount of money allocated for the academic year. SGA funds allocated must be used by the third Friday in April. Any expenses after this date must be pre-approved by the SGA Senate, Advisors, and Bookkeeper. If any SGA Funds are in a clubs account at the end of the academic year, they will be returned to the SGA. **No Funds will be authorized after the last day of Finals.**
3. Student Activity fee monies allocated to a club/organization cannot be used for donations, scholarships, or alcohol.
4. Funds are allocated to clubs to fulfill the intended purpose outlined in their constitution and subsidize activities. Monies for food should be limited and focused.
5. Monies used for scholarships must be raised through club fundraisers. Money is then deposited using the RTC and earmarked "Scholarship".
6. Scholarships and Awards Fundraisers must have prior approval by The SCCC Foundation, Inc.
7. The SCCC Foundation, Inc. must be notified of and approve all donations made by individuals, companies, or community agencies.
8. Club Scholarship recipients are chosen by an independent selection committee appointed by the Vice President of Student Affairs, not by the club members.
9. To use allocated funds each club advisor and executive board must attend the budget training session and complete all proper forms and documents. **Under any circumstance clubs may not receive cash advances or use fundraising profits to purchase materials.**
10. Anything reusable or non-perishable purchased with club funds is property of the SGA and should be returned at the end of each semester.

Collections

- All fund raising dates will be filled on a first come, first serve basis through the SGA Bookkeeper.
- Money collected may NOT be used to make any purchases.
- Collections should be documented: names & amounts of donations, quantity and price of items sold, etc. Receipts should be issued to all who donate.
- All collections must be turned in to the SGA Bookkeeper in a timely manner

* *Scholarships and Awards Fund Raisers must have prior approval by [The SCCC Foundation, Inc.](#) (NOTE: student activity fee money cannot be used for scholarships. This money must be fundraised.)*

Raffles

- Must be approved by Student Affairs and the SGA Bookkeeper **at least one week** prior to the sales or raffles. Plan early – plan in advance!
- **Tickets are provided** by Student Affairs and are the only tickets allowed for raffles.

REQUEST TO COLLECT FUNDS FORM

Request to Collect Form must be completed when any monies are collected for any reason or amount.

- RTC's for fund raisers must first be signed by the Advisor and approved by Student Affairs.
- A RTC shall be completed for each separate activity: fund raisers, dues, donations, etc.
- No fund raisers are allowed in May.

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.

Spending Funds Allocated from the SGA Require a Disbursement Requisition

Disbursement Requisition Forms (DRF): For purchases made from club budgets.

-DRF's must be signed by the Club Advisor and appropriate Club Officer before submitting to the SGA Bookkeeper for SGA review.

-SGA Officers must approve and sign the DRF to signify a completed DRF. These signatures are required BEFORE payment or funds are disbursed.

-Completed DRF's received on Mondays will have a check released on Wednesdays.

-Original and appropriate documentation is required to support any payment: original receipts, invoices, program agreements, contracts, purchase orders, etc. are required. No bill will be paid or a reimbursement granted without proper documentation and original receipts.

-SGA is tax exempt. See the SGA Bookkeeper for necessary forms before making purchases.

-No spending will be allowed in May unless prior approval from Student Affairs.

-The SGA credit card may be used under certain circumstances such as an on-line purchase. A DRF must be completed prior to ordering.

The last day for all clubs and organizations to submit disbursement requisitions for the academic year is the third Friday in April.

Budget Process As It Pertains to Officers

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.

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 Association will be able to allocate. Most likely, you will be unable to honor all of their requests.

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 and the Vice President of Student Affairs/ Advisor 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, it is then forwarded on to the Vice President of Student Affairs/ Advisor for dissemination to the SGA Bookkeeper, College administration, and auditors.



Programming and Events

Alcohol Policy

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

Student Code of Conduct

All programs and events sponsored by a recognized club, organization or SCCC affiliate must adhere to the Student Code of Conduct.

Facility Procedure

The student leader and faculty advisor must complete and submit an "Application for Facilities and Equipment" to the Student Affairs Office to reserve an appropriate space at least 2 weeks in advance. Clubs will be responsible to cover all costs associated with an event that is held outside of the college's standard hours of operation unless otherwise approved by the Vice President of Student Affairs. Cost includes security, maintenance, technology support, etc.

Food and Beverage Guidelines

Clubs and organizations **must** use the College's food service vendor for all their catering needs. The catering menu is available online or in the cafeteria. Any program serving food must complete a Catering Request form which is available from the food service vendor at the College. All catering requests should be submitted by the Faculty Advisor at least one week before the scheduled event.

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.

Program Agreements

Events that require any form of payment to an individual or agency for a performance, lecture, or presentation requires a "Program Agreement". The "Program Agreement" must be completed by Faculty Advisor and signed by performer and Vice President of Student Affairs. Forms may be obtained from the SGA Bookkeeper or Student Activities Advisor.

Charging Admission

When presenting an event with an admission or cover charge students with a valid Student I.D. must be charged a lower rate than the general public.

The sponsoring club or organization must complete a "Request to Collect" form and submit it to the SGA Bookkeeper. Forms are available from the SGA Bookkeeper.

FOR A COMPLETE LISTING OF ALL EXPECTATIONS, RULES AND REGULATIONS, PLEASE SEE THE ROYAL STUDENT HANDBOOK:

http://www.sunysccc.edu/pdf/studentHandbook_2016-17.pdf

SGA Trip Policy

- **Any and all club/organization activities held off campus will be considered a trip.** All trips must be approved by the Student Government Association and Director of Student Activities. All trips must be sponsored by a recognized Student Government Association club or organization.
- The club advisor and a faculty or staff member must accompany the trip in the ratio of 1 faculty or staff member to 20 students.
- The following materials must be submitted to the Vice President of Student Affairs at least 24 hours in advance of the trip.
 - A complete list of people who will be on the trip.
 - Signed releases, to include emergency phone numbers and authorization for any children attending the event, from all persons who will be on the trip.
 - A specific itinerary including route to be taken, time of departure and return and places to be visited.
 - A request, if appropriate, to open the trip up to the public and/or to non-students.
 - If this trip is a fundraiser, appropriate Request to Collect Money form must be attached to the request.
- If the trip is being opened to non-Student Government Association members and is approved by SGA and Student Activities:
 - All must sign trip request form and be in agreement with policies.
 - Children must have signed permission to attend and one parent/guardian must be with the child(ren) at all times during the trip.
- **No alcoholic beverages or controlled substances** may be taken on the trip or consumed any time before or during the trip.
- Generally, no overnight trips will be approved unless they are for conferences or conventions.
- Trip participants must go and return on the same vehicle. There are **NO** exceptions. All participants must follow the itinerary of the trip. The bus will leave no later than 30 minutes from departure times.
- Any irregularities that occur on the trip must be reported in writing by the club advisor to the Director of Student Activities the next business day following the conclusion of the trip.
- 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:** Non-student activity fee payers may not benefit from any costs or changes subsidized by the Student Government Association.

Appendix A: Sample Meeting Agenda and Minutes

SAMPLE Template Meeting Agenda

[Name of Club/Organization]
MEETING MINUTES
[Date of the Meeting]

Call to Order (name/title of individual calling meeting to order, time, and location.)

Roll Call

Typically, the secretary takes roll call but could pass around sign-in sheet. Minutes should state names of 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 prove to the secretary items they have for the upcoming meeting. Not all officers need to have reports for each meeting; however, a Treasurers Report should be given at least once a month.

Committee Reports

Each committee should be prepared to give an update and make announcements.

Old Business

Items from previous meetings/unfinished business discussed here. Minutes should include all items and 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 seconded; no vote is needed. Meeting ends with the seconded motion being noted. Minutes reflect the time that the meeting was adjourned.

Sample Meeting Minutes

(NOTE: Club Officers should plan to send minutes through campus email to the SGA Executive Board Members and SGA Bookkeeper and SGA Advisors)

Schenectady Community College
Student Veterans of America Club
Meeting Minutes
September 5, 2012
11:30am in the Opportunity Zone

Attendance:

Co-advisor: William ~~Hossen~~ and Jack Sanders Club members: Jason Bacon, Francine Dunn, Kelly Richards, Ann Smith, Ben Rogers, Jeremy Donahue, Sean Patrick, Eric ~~LaFranco~~, Sam Houston. Quorum was established.

The meeting was called to order at 11:30 am by Club President Bacon.

Approval of Minutes: Minutes from the meeting held on September 1, 2012 were approved as written. All in favor.

Officer Reports: Recruitment of the vacant officer positions continues. Nominations from the floor will be entertained at our next club meeting on September 10. Elections will be held next week.

Treasurer Report:

No activity this week. The Balance in our account as of 09/05/12 is \$2,000.00.

Old Business:

Motion made by Jeremy, seconded by Sean, to support Veterans Day Program at 11:30 am on Thursday. All in favor, motion passed.

New Business:

Motion (made by Kelly, seconded by Eric) to begin organizing events for Veterans Day ceremony. Food and color guard, as well as guest speakers to be held on November 9th 2012. All in favor, motion passed.

Motion (Ben/Ann) to allow program committee to disburse up to \$850.00 for refreshments and food for the Veterans Day Program on Thursday November 10, 2011. All in favor, motion passed.

Motion (Ben/Ann) to allow Program Committee to meet with food service Prestige and agree on refreshments for the Thursday November 09, 2012 Veterans Day Program not to exceed \$850.00. All in favor, motion passed.

Announcements:

Information passed out about the "Tunnels ~~To~~ Towers 5k Run".

Adjournment

Motion (Ben) to adjourn at 12:01 pm

Minutes respectfully submitted by, Ann Smith

NOTES ABOUT RUNNING AN EFFECTIVE MEETING

Motions- A motion is a proposal for action within the body of a deliberative assembly. A deliberative assembly is a club or organization that uses Roberts Rules of Order to ensure equal voting rights to members and make important decisions about the direction of the club or organization. All recognized student led clubs at SCCC meet regularly to conduct business related to their purpose. Therefore, motions are issued to ensure the democratic function of the club and maintain organizational accountability.

For organizational purposes it is recommended that each motion is identified using numbers. Numbering of motions starts at one at the beginning of each school year and continues in sequence until the final meeting. However, a motion is more than a mere number. A motion includes the name of the person who made the motion, the name of the member who gave the motion a 2nd, and the body.

The body of the motion provides specific details and should include...

Who- Who are you paying or who is involved?

What- What is the amount being paid or what are you doing?

Where- Where is the money coming from? Where will the event take place?

Why- Why are you paying them? Why are we holding the event/activity?

How- How will the bill be paid or how will the event take place?

(Request to Collect vs. Disbursement Requisition vs. Purchase Order or Program Agreement)

In addition, the minutes must note how the vote happened. The minutes must show the number of those in favor (yea), not in favor (nay), and those who did not vote (abstention). It is important to note that the President does not vote except to break a tie. If the majority of members present are in favor the motion carries, if not the motion fails.

Appendix B: Student Government Association Constitution

SCHENECTADY COUNTY COMMUNITY COLLEGE STUDENT GOVERNMENT ASSOCIATION CONSTITUTION

PREAMBLE We, the students of Schenectady County Community College (“SCCC”), 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 SCCC.

ARTICLE I. Name of Organization
 The name of the organization shall be the Student Government Association of Schenectady County Community College (the “SGA”).

ARTICLE II. Purpose
 The purpose of the SGA shall be to represent the interests, further the social and personal growth, and promote the general welfare of the members of the SCCC student body. This Constitution shall be the basis for the governance of the SGA.

ARTICLE III. Membership

- A. All full- and part-time students of SCCC shall become members of the student body upon payment of the appropriate student activities fees.
- B. All members of the SCCC student body may participate in SGA meetings and may vote in elections for SGA Senators and executive officers.

ARTICLE IV. Student Senate

Section 1. Duties and Powers

- A. To act for and on behalf of the SCCC student body in promoting and supporting all activities which enhance the purpose of the SGA.
- B. To be responsible for the determination of, the administration of and the allocation of all funds accruing to the student body, subject to the discretion of the SCCC Board of Trustees.

- C. To maintain cooperative relationships with student leaders of other institutions of higher learning and the community.
- D. To represent the SCCC student body in relations with the faculty and administrative officers of SCCC.
- E. The power to oversee all organizations of the SGA, subject to the discretion of the SCCC Board of Trustees.
- F. The SGA Senate has final approval of line item transfers in excess of:
 - 1. \$500 between line items
 - 2. \$300 within an SGA organization's account.
- G. In the event of an apparent or suspected improper expenditure by an SGA organization, the SGA Senate has the power to freeze such organization's budget for a reasonable period of time until a time when a proper investigation can be conducted and concluded.

Section 2. Senate Meetings

- A. Regular meetings of the SGA Senate (the “Student Senate”) shall be called by the President of the SGA at least every other week during the regular academic year at times and places to be determined by the SGA Executive Board, in cooperation with SCCC.
- 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. Such posting will be delivered by the SGA President or Secretary to the SGA advisor for electronic distribution to the SCCC student body.
- C. Special meetings of the Student Senate may be called by the SGA President, by quorum of the Student Senate, by 10 percent of the SGA, or by the President of SCCC, for designated purposes set forth in the notice of such special meeting. Only such designated purposes shall occupy the time of the special meeting.
- D. Notice of all special meetings of the Student Senate, including the time, place and purpose of such meetings,

shall be published at least two (2) days prior to the meeting. Such posting will be delivered by the SGA President or Secretary to the SGA advisor for electronic distribution to the SCCC student body.

- E. A quorum shall consist of at least a simple majority of the elected and seated Senate members and a majority of a quorum shall decide all legislation proposed by the Senate.
- F. All meetings of the SGA shall be open to the SCCC community and anyone present may be recognized by the Chair.
- G. All minutes of the Student Senate shall be available to the SCCC student body members.
- H. Student Senate sessions shall be conducted by Robert's Rules of Order as modified by this Constitution.

ARTICLE V.

SGA Officers and Student Senators

Section 1. Positions

- A. The officers of the SGA shall be: President, Vice President, Treasurer, and Student Trustee.
- B. The Student Trustee to the SCCC Board of Trustees shall be a non-voting officer of the SGA.
- C. The officers of the SGA shall also be officers of the Student Senate.
- D. There will be 11 SGA Senators, excluding officers of the SGA, of the Student Senate.

Section 2. Qualifications

- A. To be eligible for any position on the SGA Senate, a student must be a member of the SGA and must maintain a cumulative grade point average of at least 2.25. If any member of the SGA Senate fails to achieve a 2.25 cumulative grade point average, they will be dismissed from their office. First semester students on the SGA Senate are exempt from the 2.25 cumulative grade point average

restriction. No member of the SGA can receive payments from any SGA organization.

- B. To be eligible for an officer position in the SGA, a student must also have at least twenty-four (24) accepted credits, as defined by SCCC, at the end of the then current academic semester. Students must also be in good standing with SCCC, as determined by the Vice President of Student Affairs, in order to serve as an officer of the SGA.
- C. 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.

Section 3. Nominations

- A. Candidates for all positions on the SGA Senate shall present to the Elections Board a Petition for Candidacy which has been signed by no less than fifty (50) members of the SCCC student body. 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 all Petitions of Candidacy.
- B. The Petition for Candidacy must be approved by the Vice President of Student Affairs as to such candidate's eligibility.

Section 4. Elections

- A. The officers of the SGA shall be elected by a plurality vote of the members of the SCCC Student Body. The date of elections shall be announced to the SCCC Student Body no less than fourteen (14) days prior to the election.
- B. All Student Senate and officer positions shall run consecutively from June 1 – May 30th.
- C. Any member of the Student Senate returning for a second consecutive year shall be considered a second year SGA Senator and shall be eligible for chairing of committees of the SGA at the discretion of the President of the SGA.

- D. In the event of a vacancy in the Presidency of the SGA, the Vice-President of the SGA shall assume that office. For any other vacancy including one caused by the assumption of the Presidency by the Vice-President, the remaining SGA 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 Student Senate shall hold an election open to the SCCC student body.
- E. In the event of a tie for one of the officer positions of the SGA or if more than one (1) candidate receives the highest number of votes, 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 of the SGA to execute and enforce the provisions of this Constitution. The President shall call and preside over all meetings of the SGA and the Student Senate. He/she shall vote on Student Senate legislation only in the event of a tie vote. He/she shall appoint all necessary SGA committee chairpersons and shall receive the reports of all SGA subsidiary organizations. The President shall serve as the official representative of the SGA and the Student Senate to the duly constituted authorities of SCCC and to the community. If for some reason he/she is unable to do so, he/she has the authority to appoint a representative from the Student Senate to be his/her representative, with the approval of the SGA advisor. The President of the SGA has the authority to appoint interim chairs to any SGA committee that is not fulfilling its appointed roll. All SGA committees, both standing and Ad hoc, will report directly to the SGA executive committee before the next scheduled meeting. The President of the SGA shall have the power upon statement of reason in writing to veto any motion passed

by the Student 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.

- B. ***Vice-President:*** The Vice-President of the SHA shall perform all duties of the President of the SGA in his/her absence. The Vice-President shall also be responsible for presenting to the Student Senate all charters and material relevant to chartering SGA clubs and activities. The Vice-President shall make every effort to see that scheduled events of SGA 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 of the SGA, the coordination of all SGA clubs and organizations activities. The implementation of programs desired to develop civic responsibility shall also be directed through this office. In addition, implementation and enforcement of direct communications with SGA clubs and organizations shall be the duties of this office.

- C. ***Treasurer:*** The Treasurer shall receive and dispense funds of the SGA 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 SGA are kept current. He/she shall also insure enforcement of fiscal policy as required through finance rules and regulation. The Treasurer will make available to the SGA members the SGA's Annual Year-End Audit Report.

- D. ***Secretary:*** The Secretary is appointed by the President of the SGA based on his/her secretarial skills. The Secretary's duties shall include filing, taking dictation, and transcribing communications for the Executive Board and the Student Senate. He/she is responsible for keeping the minutes of each Student 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 Trustee to the SCCC Board of Trustees will serve as liaison between the Student Senate and the Board of Trustees of SCCC. He/she shall be elected within thirty (30) days of the conclusion of classes at SCCC for the Spring Semester by the SCCC student body through popular vote as set forth by the Election Board. The Student Trustee is a non-voting member of the Student Senate. His/her term of office is held from July 1 - June 30. The Student Trustee is requested to attend all Student Senate meetings and to communicate SCCC Board of Trustee's actions to the Student Senate.

- F. ***The President, Vice-President Treasurer, and Student Trustee*** comprise the Executive Board of the SGA. The Student Trustee is to serve as a member of the Executive Board; however, in a non-voting role. Weekly meetings to discuss various areas of the SGA'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 SCCC student body vote shall challenge and appeal that vote and action.

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 in accordance with the SGA approved budge for the applicable academic year. Each Senator shall have one (1) vote per legislative item during Student Senate sessions.

- B. Absent members who fail to notify an Executive Board member prior to any Student Senate session are considered "unexcused" and will receive a deduction in stipend proportionate to the quantity of unexcused absences, all in accordance with the following schedule:

<u>Unexcused Absences</u>	<u>Deduction in stipend</u>
1 per semester	10 percent
2 per semester	50 percent
3 per semester	100 percent

Section 7. Student Activities Fee

The SGA Senate is responsible for the distribution of the Student Activities funds to the various student clubs, organizations and athletic teams. Annually in June, the SGA will participate in a professional audit conducted by an external, professional auditing firm.

Section 8. Impeachment and Removal

- A. The Student Senate may, by a two-thirds (2/3) vote of the entire SGA Senate, impeach any member of office of the SGA for cause (such as: violation of the Student Code of Conduct).
- B. Specific reasons for impeachment shall be provided in writing to the impeached SGA Senate member at least one (1) week prior to a hearing before the Student Senate.
- C. The Chairperson of the Constitution and Judicial Committee of the Student Senate shall preside over the hearing at which time the impeached SGA Senate 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.
- E. If any Officer, Senator, or the Secretary is absent or unexcused for more than three (3) Senate and/or SGA Committee meetings and they have not contacted any SGA Officer or the SGA advisor requesting an excused absence for the appropriate period of time, then they will be recommended for removal from their position on the SGA Senate with the approval of the SGA advisor. If the individual wishes to re-join the SGA Senate, they will need to submit an appeal to the SGA advisor and the SGA Senate Officers. The Executive Board of the SGA will consider the appeal and make a decision within five business days.

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 SGA with the approval of the Student 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 SGA to serve on their committees, provided the President of the SGA approves such persons for committee membership. Each chairperson should document and report all pertinent information to the Student Senate.

Section 2. Special (Ad-Hoc) Committees

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

Section 3. Establishment Clause

At the beginning of each academic year, the Student 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 the following such standing committees:

- A. ***Student Organizational Board***: This committee should be chaired by the Vice-President of the SGA with the President (or representative) of each SGA club or organization and no more than four (4) Senators. This group shall be charged with maintaining open communications between the Student Senate and all clubs, organizations and athletic teams affiliated and recognized by the SGA. Meetings of the Student Organizational 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 SCCC. All awards to be issued by the SGA 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 shall immediately relinquish this committee seat and the chairperson and President of the SGA shall select a replacement.

- C. **Budget and Finance Committee:** It shall be the responsibility of this committee to hear and review all club/organization 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 Student Senate. For new club budgets, this committee will meet concurrently with the Constitution and Judicial Committee to expedite the approval process. 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 SGA, who shall be the chairperson. Members of the Constitution and Judicial Committee cannot serve on the Budget and Finance Committee.
- D. **Constitution and Judicial Committee:** This committee shall consist of no more than (4) members. 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 any clubs or organizations under the control of the SGA. For new club constitutions, this committee will meet concurrently with the Budget and Finance Committee to expedite the approval process. This committee shall be chaired by the Vice-President of the SGA. Members of the Constitution and Judicial Committee cannot serve on the Budget and Finance Committee to remove conflict of interest.
- F. **Election Board:** This committee shall have the responsibility of conducting and coordinating all elections of the SGA, 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 no more than five (5) members.
- G. **Student Activities Board: (SAB)** is the major activities SGA planning organization for the SGA Senate. The events that SAB plans are many and varied, and they include cultural,

social, educational and recreational activities. Although, a member of the SGA Senate, appointed by the President of the SGA, shall Chair this Board, any member of the Student body may be on the Board. The Board shall no more than ten (10) student members.

ARTICLE VII. Dissolution Clause

In the event of dissolution of the SGA, all assets remaining after payment of its just debts and obligations shall be transferred to SCCC and be used to promote the purposes of the SGA.

ARTICLE VII. Amendment Clause

An amendment to this Constitution must be passed by a two-thirds (2/3) vote of the entire Student Senate and approval of the SGA advisor and announced to the SCCC student body no later than five (5) business days after approval.

ARTICLE IX. Ratification Clause

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

ARTICLE X. Review Clause

This constitution shall be reviewed a minimum of every three (3) years by an ad-hoc committee with the purpose of determining if any revisions or additions are needed. If so, the committee will make those recommendations and they shall be voted on by the Student Senate.

Approved by the SGA Senate and the SCCC Board of Trustees, May 2016.