



SVCC Student Organizations Manual 2023-2024

Office of Student Activities
*Inspire * Empower * Lead*

Don't Forget!

These are some of the items we need you to turn in:

1. File a [Student Organization Advisor Registration](#) form at the beginning of the fall semester. If your club is changing advisor or co-advisor, please fill out the [Change/Addition of Club Advisor/Co-Advisor Form](#).
2. File a [Student Organization Roster](#) listing current officers and members at the beginning of each semester.
3. Complete and submit the [End of the Year Report](#).
4. Submit an [Activity Registration Form](#) for each event two (2) weeks prior to the scheduled date.

All of these items MUST be submitted electronically or via email to ana.s.salgado@svcc.edu. Failure to submit these forms in a timely manner will disqualify you from receiving any funding from the Student Activities budget.



GET INVOLVED!
Inspire • Empower • Lead

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Sauk Valley Community College Mission

Sauk Valley Community College is dedicated to teaching and scholarship while engaging the community in lifelong learning, public service, and economic development.

Shared Values

Sauk Valley Community College respects the worth and dignity of all people; stands for integrity and fairness; and encourages responsibility, accountability, and persistence in a caring, supportive environment.

Sauk Valley SGA

The name of the governing organization of the Sauk Valley Community College student body is the Sauk Valley Student Government Association (SGA). It is the responsibility of the SGA to formalize and maintain approved policies and procedures for all recognized student organizations as outlined in the approved constitution.

Purpose

Individuals involved in any large institution tend to create small groups based on mutuality of interest. At Sauk Valley Community College, we see groups of students develop with the intent of promoting their common interests through study, through sharing and through development and participation in co-curricular activities. These activities can be an enrichment and extension of the academic program. These activities are also a part of education beyond the classroom, a concept of learning, which the administration and faculty of SVCC encourage and support. The most significant contribution of student organizations to a community college such as Sauk Valley is the sense of community that develops within such groups.

Among the many functions of the SGA and the Student Activities Office is the facilitation of co-curricular learning among all members of the SVCC community. The Student Activities Office and SGA are the vehicles for communication among all student groups and individuals and assisting groups with formation and in the activities in which they wish to participate.

To meet these goals, the following procedures have been developed by the Student Activities Coordinator and the Director of Business Services with review by the Dean of Student Services. This manual is written to facilitate the development of various interest groups by consolidating procedures pertinent to student organizations.

Recognition Overview

Student organizations must be fully recognized by the SGA and the Student Activities Coordinator. College recognition provides certain privileges that include:

1. College sponsorship of the organization in College publications.
2. Use of College facilities, equipment and services.
3. The possible assignment of monies from the Student Activity Fund.
4. Organizational support from the Student Activities Coordinator (i.e. leadership development opportunities; specialized training; etc.)

Establishment of a New Student Organization

To be formally recognized as a student organization, an advisor, who is a full-time faculty or staff member at the college must complete the following two steps:

1. The group must present the following information, in writing, to the Student Activities Office:
 - A. A proposed constitution, including the purpose, requirements of membership, organizational structure and proposed objectives or activities.
Groups may not include items in their constitution which are in conflict with college philosophy, policy, rules, and regulations.
 - B. Submit a completed [Pending Organization Request Form](#) and submit a completed [Student Organization Advisor Registration Form](#).
2. The group shall send a representative to a SGA Executive Board meeting at which the recognition of the proposed student organization shall be voted on.
NOTE: The group will be notified of the appropriate SGA meeting date by communication from the Student Activities Coordinator to the faculty/staff advisor. The organization representative will be responsible for answering questions of the SGA relating to establishment of the organization and its purpose.

The selection of officers is important to sustain the club's purpose, goals and objectives, and when planning events and activities. Upon achieving full status, the organization must hold an election of officers within one month and submit a list of the elected officers to the Student Activities Office. Each club will have its own election process that is fair and open. Club members can appoint officers or conduct a formal election process where candidates' campaign for a position and club members cast a vote for their choice. Every time elections are held with that club from then on, the officers' names must be submitted to the Student Activities Office and kept on file.

Criteria for Approval of Student Groups

Student groups must follow the preceding procedures (see Establishment of a New Student Organization) and be in accordance with the following criteria:

1. If the proposed organization is to be an affiliate of a national organization, the policies of the college take precedence over any policies or conditions of the national or parent organization. Copies of the constitution and other materials of the parent organization must be filed with the application (see Establishment of a New Student Organization).
2. Affiliation of any student organization with any non-college group or organization must be fully recognized by the Dean of Student Services. All appropriate paperwork must be filed with the Student Activities Coordinator (see Establishment of a New Student Organization).

3. Each student organization will continue to enjoy full freedom to recruit and select members from among the student body as stated in its constitution. The practice of excluding individuals from membership in a recognized organization based on based on race, color, religion, national origin, ancestry, age, sex, sexual orientation, marital status, handicap, military status, will be subject to warning, probation or withdrawal of the organization's official recognition. However, curriculum clubs may limit their membership to students enrolled in a given curriculum. All club officers and members must be currently enrolled SVCC students. At the present time, Illinois state law forbids any fraternities or sororities on a community college campus whose criteria for membership selection is limited to closed, secret selection procedures based upon the vote of the group. Therefore, all student social organizations must be open to all students showing an active interest.
4. Active membership in student organizations is limited to registered students.
5. Major office holders (President, Vice-President, Secretary, etc.) must be considered at least a half-time student and in "good academic standing" with a minimum GPA of 2.00 as defined by the college. Student Clubs may have additional pre-requisites for office holders and/or set higher standards for themselves as defined in their constitution.
6. When starting a new organization, the students and advisor must schedule a meeting with the Coordinator of Student Activities. Registrations from new organizations are accepted on a rolling basis throughout the year. Registration must be approved prior to participation in any membership drive.
7. After the Dean of Student Services and the Coordinator of Student Activities review the information to verify that the conditions for maintaining registration have been met, the Coordinator of Student Activities will schedule the organization's leader and Faculty/Staff advisor to the Student Government executive board meeting for full consideration.

Procedure Upon Receiving Official Recognition

Upon receiving official recognition by the Student Government Executive Board, the organization must, within a month, present in writing a list of names and email addresses of permanent officers and organization members for that semester to the Student Activities Coordinator by submitting the *Student Organization Roster*. The new organization will be recognized as an “interest group” during their first year of existence. During this probationary period, they may hold membership drives, meetings, events, and other informational sessions. However, they will not be allowed to hold events off campus nor request funds from the college or community (except for major-focused organizations). The interest group must maintain an active membership of eight or more members. Full rights will be given at the end of the one-year probationary period if the organization functioned in an efficient and professional manner. This probationary period is intended to ensure the likelihood of sustainability.

NOTE: Membership lists must be updated by the beginning of each subsequent semester that the student organization is recognized. Specific dates will be forwarded to the organization advisor at the beginning of each semester.

Maintaining Active Status

Student organizations must adhere to the following guidelines and procedures to maintain their status as active organizations:

1. File a list of current officers and members in the Student Activities Office each semester on a *Student Organization Roster*. ALL club officers and members must be current SVCC students.
2. Actively participate in the SGA by providing one (1) student Senator (representative) to serve for each semester.
3. Participate in the Student Activity Coordinator’s sponsored meetings and training designed to provide information, structure and support to organizations.
4. Keep a constitution with correct information on file in the Student Activities Office.
5. Present a new constitution to the Student Activities Coordinator for approval by the SGA in the event that constitutional information should change (i.e., name, dues, election procedures, etc.).
6. Maintain all funds in the Business Office and follow the financial procedures established by the college (see Business Procedures section).
7. Maintain at least one (1) advisor to advise the organization (see Organization Advisor).
8. Register all fund-raising projects with the Student Activities Coordinator.
9. Complete and submit *Student Organization Event Summary* to the Student Activities Office at the end of each semester.
10. Adhere to the SGA Constitution and by-laws, particularly regarding student organization responsibilities.

11. Adhere to College regulations, including the scheduling and conduct of activities and membership.

Support Services Available For Maintaining Active Status

The Student Activities Office will assist all officially recognized organizations in the following ways:

1. Organizational Development: Some examples include, but are not limited to, clarification of purpose, structuring or organization, fundraising ideas, leadership development, etc. An orientation workshop may be offered early in the fall and/or semester to review the administrative responsibilities of organization advisors and officers. Each organization will be required to have a member in attendance. Advisors who are not able to attend are encouraged to meet with the Student Activities Coordinator on an as needed basis throughout the year.
2. Supplies: Supplies are provided for posters and signs. If supplies are needed, please contact the Student Activities Office.
1. Planning: Guidelines and deadlines for planning activities are included throughout this manual. Groups are strongly encouraged to set up a yearly calendar of events/activities as early in the fall semester as possible. This will ensure that the space and other resources that are needed will be available. This will also ensure that your activities are publicized as widely as possible.
4. Each organization is encouraged to sponsor some kind of activity/event at the SaukFest's Student Involvement Fair. This is an opportunity to let the college community know what the organization is all about.
5. Accessing other college and community resources.

Organization Advisor

Each organization is required to have at least one (1) advisor, who is a full time college employee. Under special circumstances, individuals who are closely affiliated with SVCC may serve as an advisor, with approval from the Student Activities Coordinator. The advisor will, as part of his/her duties:

1. Provide stability to the club or organization; assist with recruitment and retention of members.
2. Encourage students to assume leadership positions.
3. Provide guidance and support to the student club/organization members, officers, and overall mission.
4. Follow policies and procedures set in the Student Organizations Manual, ex. Approve all *Room Reservations*, Supervise financial transactions and submit all *Purchase Order* forms.
5. Supervise all organizational meetings/activities or appoint official designee in absence of advisor. If any activity is held off-campus, an advisor must be present.
6. Help the group evaluate its programs in relation to its purpose and objectives.

Considerable responsibility is placed on the advisor to be knowledgeable of the policies of the college, Student Activities, SGA and all aspects of the organization's activities. Advisors are instrumental in assisting the organizations in becoming an integral part of the educational process at Sauk Valley Community College. A spirit of mutual cooperation and an understanding attitude of both students and advisor will help the organization to grow, develop and realize pre-determined objectives.

Operations

Organization Meetings

Organizations are permitted use of Sauk Valley Community College facilities on a first-come reservation basis, consistent with the Building Utilization Policy. Reservations for organization meetings may be made, with approval from the organization advisor, by contacting the Information Center (1C4) or by submitting a Room Request via FAST.

Note: In case of a meeting/event cancellation, please inform the Information Center of the cancellation.

Organization Activities

ALL organization activities should be registered by completing and submitting the *Activity Registration Form* to the Student Activities Coordinator (1F19) at least two (2) weeks PRIOR to the event date. Registering activities will allow for better publicity and will ensure events are scheduled at times that are not conflicting with previously scheduled college activities and programs. **Events may not be scheduled during the following: Dead week (Nov. 28 - Dec. 1, 2023 & Apr. 30 - May 3, 2024) or Finals week (Dec. 5-8, 2023 & May 7-10, 2024) to allow students to prepare for finals.**

Formal Contracts

All purchases or contracts are required to have an approved purchase order prior to commitment of such purchase or contract obligation. The Business Office asks that all Sauk employees provide a copy of any contracts they are asked to sign by a vendor or independent contractor for a preliminary review by the Business Office, prior to execution. Additionally, prior to hiring an independent contractor or a vendor to provide a service, a contract should be executed by an authorized representative of Sauk and the vendor. The Business Office has a contract template to use if the vendor or independent contractor does not have one of its own.

Building Utilization Policy

This policy establishes the priorities for college functions, rental rates for non-college functions and supplemental regulations for building use. It is particularly pertinent to the planning of events with large attendance. Advisors are responsible for booking all room reservations through the Information Center (dial 0).

Publicity

The quality of publicity often determines the success of an activity. For events open to the community, assistance with publicity in local newspapers, radio stations, etc. may be requested from the Marketing and Public Relations Coordinator to arrange the appropriate publicity. Organizations will be financially responsible for any advertising.

Before working on publicity, make sure your activity has been registered by completing and submitting the *Activity Registration Form* to the Student Activities Coordinator.

Certain policies have been established to guarantee that all groups have equal opportunity to publicize events within the confines of the building.

All materials to be posted should be submitted to the Office of Marketing and Public Relations Office for approval (Room 3L24). All approved materials will be stamped and posted in pre-designated areas. Materials posted without approval or in undesignated areas may be removed. Sauk Valley Community College assumes no responsibility for damage or removal of posted materials.

1. Posters should be generated by a word processing or desktop publishing program – hand-written flyers are discouraged.
2. No flyers or posters will be approved that contain:
 - Obscene language, photos, or graphics;
 - Language, graphics, or photos that promote alcohol, tobacco, or drug use;
 - Language, graphics, or photos that are deemed inappropriate (i.e. sexist, racist, etc.).
3. The maximum size for individual student, organization and election posters for indoor display shall be 24" x 16", unless otherwise determined by the Student Activities Coordinator and the Marketing and Public Relations Coordinator.
4. No material will be placed over or obstruct the view of previously posted materials.
5. No material will be placed on any entrances, brick or wood or painted surfaces and walls.
6. The organization or individual concerned must remove all posted materials within one (1) regular school day following the advertised event.
7. Defacing posters or property will be looked upon as a serious violation and will be dealt with accordingly.
8. Generally, publicity for school activities may be posted two (2) weeks prior to the event or otherwise with the approval of the Student Activities Coordinator.

Chalking Writing Policy

Writing with chalk to advertise events of campus-wide interest is permitted under the following conditions:

- Chalking is limited to registered student organizations college business.
- Campaigning or personal dialogs/opinions are not permitted.
- Profanity, obscenity, and the promotion of illegal acts are not permitted.
- The sponsor of an event, date, time, and location of the event must be included in all chalking.
- Each organization/office is responsible for removing the chalk as soon as possible after the event takes place (if weather does not remove the chalk) as a courtesy to other groups.
- Specific areas are designated as no chalking areas. These include:
 - ♦ Walls
 - ♦ Trash Cans
 - ♦ Building Step
 - ♦ Bricks
 - ♦ All other vertical surfaces not listed
 - ♦ Under overhangs at building entrances or within 50 feet of any entrance to the building.

Groups will be charged for clean up if chalking occurs in prohibited areas, advertises something other than a campus-wide event, or is not removed within a reasonable time frame after the event occurs.

Violations of this policy may subject the person or organization to disciplinary charges and judicial process review under the Student Code of Conduct.

Fundraising

Fundraising is a great way for official clubs to secure funds needed to support their activities, attend conferences, or purchase supplies. **Student Organizations are expected to be primarily self-sufficient.** This means that clubs assume full responsibility for funding needed for the group to accomplish its goals and purposes. **Please notify the Student Activities Office prior to beginning any fundraising efforts to make sure fundraising efforts are not duplicated.** Throughout the year, the Student Activities Coordinator will offer fundraising opportunities for student organizations. These opportunities may include assisting with the set-up/tear-down of inflatable games, attending programs/activities, participating in community service activities, and much more. Organizations may also sponsor bake sales, skill contests, etc. to raise funds. An *Activity Registration* form must be completed and submitted to the Student Activities Coordinator. Bake Sales are the most popular form of on-campus fundraisers. When planning a bake sale, clubs and organizations must follow the LCHD guidelines. **DEPARTMENT DEPOSIT FORM - found in FAST!** This form must be used for funds from checks and cash that a department/club receives and needs to be deposited in their account. Please fill out this form, print it out and send it to the Business Office along with the funds you wish to deposit.

Popcorn

As a recognized student group, you have the opportunity to use the Student Activities popcorn machine to sell popcorn during basketball games. Student Activities will provide bags, popcorn seeds, and oil at no charge to the group. Student groups will

need to clean the popcorn machine when finished and have an understanding of how everything works before using the popcorn machine.

Additionally, some money is made available each year expressly for student organization support. It is the responsibility of the SGA to allocate that money. SGA takes into account the function/purpose of the request (i.e. how does the request fit into the college and/or student organization's mission, does it benefit many or few, etc.); the activity level of the requesting organization for that year/semester; participation in other college-sponsored activities/events; and the requesting organization's role in self-funding. Student organizations may request funds from SGA. The Student Organization Allocation Procedures and *Student Organization Allocation Request Form* should be used when making a request of this nature.

Organizations should **NOT** contact area businesses unless prior approval is received from the **Foundation Manager** and the Student Activities Coordinator. **Under limited circumstances**, student organizations are permitted to sponsor raffles (see next section).

Sauk Valley College Foundation **Permission for External Fundraising/Donations**

In an effort to organize the solicitation for funds, goods and services to support SVCC, its programs or its students, it is required that the Request for External Fundraising form be completed and signed prior to beginning fundraising efforts or requesting donations.

This form is to be maintained by the Foundation Office and will be used to provide answers to questions that outsiders may have and declares that the college is in compliance with any required county ordinance or state or federal regulation. This form will also monitor solicitation of business and industry to ensure that support requests are appropriate.

All funds collected and expenses incurred are the responsibility of the fundraising group. All established college procedures related to purchase orders and approvals must be followed. Funds raised should be deposited into the appropriate account with the business office as soon as reasonably possible.

If the external fundraiser is tied to a raffle, there is a separate raffle procedure and additional licensure requirements that must be followed. Please see the Sauk Valley Community College Raffle Conduct Procedure for additional information. **The Foundation office maintains all raffle licensure documentation.**

Travel

When student organizations wish to travel as a group and representative of the college, certain procedures must be followed. Please review the **Internal & Rental Vehicle Usage Instructions** found in FAST to help you plan your trip.

A *Travel Request* form must be completed and submitted along with the *Waiver of Liability & Hold Harmless Agreement* form signed by **all** student participants. It is recommended that these forms be submitted at least two weeks prior to the requested travel. **When completing the Travel Request in FAST, please select the Dean of Student Services as Supervisor and Vice President of Academics and Student Services for President's Cabinet.**

Organization members may NOT commit the college in any way without having approval for travel first (No expenses should be incurred until the request has been submitted and approved). Student Organizations will be responsible for expenses. Keep all your receipts! You will not be reimbursed for payments if you do not collect and submit receipts. *Travel Expense Reports* for reimbursements should be completed by the club advisor and submitted to the Business Office no later than one week after date of return to the College.

If a student organization wishes to use college vans, a copy of the *Van Request* form and a *Van Emergency Roster* should be completed and submitted to the **Administrative Assistant of Building and Grounds** before the trip. Please note that drivers are required to complete the **Vehicle Safety Training** and only organization advisors or a designated college employee will be allowed to drive the college van.

Please submit the following to the Student Activities Coordinator (1F19):

1. Copy of the **approved** Travel Request
2. Copy of Emergency Roster
3. Conduct Contracts and copy of Liability Waivers - All students traveling must complete and submit the Conduct Contracts and Liability Waivers. Conduct contracts and waivers should be submitted to the club advisor, who should forward to the Office of Student Activities at least **one week before the event.** Do not have students submit waivers and conduct contracts separately.

Business Procedures

Each organization is required to maintain any and all funds belonging to that group in a special account in the Business Office. This special account lends itself to greater fiscal continuity within the student organizations from one year to the next and requires adherence to the accounting procedures of the college. These procedures assure that funds are spent for legitimate purposes, consistent with the objectives of the organization and within the guidelines of College policy.

Student Organization Accounts

When the college officially recognizes the organization, the Student Activities Coordinator will request a financial account for that student organization from the Business Office. Each student organization is required to maintain its own financial records. An official financial report for each organization will be distributed from the Student Activities Coordinator on an as needed basis. This report should be utilized in such a way so as to better balance organization funds. *Funds of organizations that have been disbanded or are no longer officially recognized by the college will revert to the Student Activities Restricted Fund account.*

Deposits

All organization income from dues, fundraising and other sources should be deposited into the organization's account in the Business Office using the **Department Deposit Form** found in FAST. This form is used for funds from checks and cash that clubs receive and need to be deposited in their account. Please fill out this form, print it out and send it to the Business Office along with the funds you wish to deposit and get a receipt, save all receipts so that if a posting error occurs, your organization will have proof of the deposit. It is in the best interest of the organization for two (2) people to count and deposit money. Deposits should be made frequently to avoid any loss of funds. Allocations from the SGA will be automatically transferred at the written request of the Student Activities Coordinator into the organization's account.

Spending Club Money

ALL PURCHASES for equipment, supplies and services should be processed on a **Purchase Order form**, according to institutional policy. Please review the Purchase Order Instructions found in FAST and remember that club advisors must approve all club purchases. **For assistance in completing the Purchase Order Form, please contact the Executive Assistant to Academic Services at ext. 406 or kathleen.m.sotelo@svcc.edu.**

***Do not sign or send contracts (ex. Speaker, dancing, music, etc.) without approval from the Student Activities Coordinator and the Vice-President of Business Services. DO NOT commit the college for any purchase prior to the Purchase Request Form being submitted and approved by the Business Office.** Invoices from vendors should be sent directly to the Business Office. **If you receive a vendor invoice directly via mail or email, please email it to invoices@svcc.edu immediately with the approved PO# in the subject line.** Vendor payments will not be processed without invoices going through the Business Office approval process.

College services such as copying will be charged directly against the organization's account in the Business Office.

All purchases over \$10 in the bookstore will require a purchase order. Please do a *Purchase Order* through FAST and then print the approved purchase order to take with you to the bookstore.

Procedure for Requesting Money from SGA

The following procedure must be utilized:

1. Submit a completed *Student Organization Allocation Request Form* to the Student Activities Coordinator or the SGA Vice-President. A copy will be sent to the organization advisor.
2. A hearing date will be scheduled. One (1) representative from the requesting organization must be present at the scheduled hearing date. If there is no representative present at the hearing, the request will be denied.
3. SGA will review the *Student Organization Allocation Request Form* and conduct a brief question/answer session with the student representative.
4. After the hearing, SGA will go into session to decide upon the level of funding. A roll-call form of voting will be used to determine level of funding. In the event of a "tie vote," the president of SGA will vote.
5. Funding may be granted in the entirety of the request, reduced or disapproved.
6. At conclusion of the allocation request procedure, immediate notification will be given to the student representative regarding the level of funding for the request.
7. If the requested amount is reduced or disapproved, a written statement that outlines the reasoning will be forwarded to the organization advisor within two (2) working days after the hearing.
8. Approved funding will generally be available within ten (10) working days after approval.
9. Any publicity for the event **MUST** include one of the following statements: "Funded by SGA" or "Partially funded by SGA."

Note: Standard procedures as outlined in the Student Organization Manual must be strictly followed when using any student organization funds.

Unrecognized Organizations

An organization can be considered unrecognized when one (1) of the following criteria is met:

1. When an organization submits a written request for inactivity.
2. There is no record of any financial activity for the previous year.
3. No list of officers or members has been submitted to the Student Activities Office by the time required under Procedure Upon Receiving Official Recognition or Maintaining Active Status.
4. Any of the last listed officers or advisors verify the inactivity of the group.
5. When an organization no longer meets its requirements as described in the SGA Constitution and by-laws.
6. When an organization indicates its inability to function within the policies of Sauk Valley Community College.

The Skyhawk Challenge 2023-2024

Each organization will begin in Bronze Wing status, with the chance to move to Silver Wing and then Gold Wing status.

To move from the Bronze to Silver Wing status, the organization must meet all the following requirements:

- ◆ Participate in the Fall SaukFest – Wednesday, August 30, 2023
- ◆ Submit *Student Organization Roster* – Friday, September 15, 2023
- ◆ Participate in the Spring SaukFest – Wednesday, January 31, 2024
- ◆ Submit an updated *Student Organization Roster* – Friday, February 16, 2024

Rewards for obtaining Silver Wing are as follows:

- Recognition at Spring Activities Fair
- \$25.00 donation from Student Activities

Moving from Silver Wing to Gold Wing requires the club/organization to:

- ◆ Hold one (1) program/event that benefits your club, organization, or SVCC population.
- ◆ Have a representative present at 75% of every scheduled SGA meeting.
- ◆ Attendance at one (1) event sponsored by Student Activities.
- ◆ Participate in one (1) community service event.

Rewards for obtaining Gold Wing are:

- Special recognition at the Leadership Awards Program of April 2024
- A \$75.00 donation to the club from Student Activities
- Budget priority when requesting funds from SGA

Only organizations reaching Gold Wing status will have the opportunity to compete for the “Organization of the Year.” The organizations that qualify will be asked to submit an essay explaining why their organization should be chosen “Organization of the Year.” Essays should include accomplishments, social activities, fundraisers, volunteer work, etc. from the 2023/2024 academic year. Selection of the “Organization of the Year” will be made by a committee and the winner will be announced at the Leadership Awards Program in April 2024.

For events that require club attendance, attendees can only represent one (1) club at any given event. This is to prevent a person from representing multiple clubs/organizations at once.

Organization Resources

- Sample Constitution for SVCC Student Organizations (p.19)
- [Pending Organization Request Form](#)
- [Student Organization Advisor Registration Form](#)
- [Student Organization Roster](#)
- [Activity Registration Form](#)
- [End of the Year Report](#)
- [Student Organization Allocation Request Form](#)
- [Permission for External & Internal Fundraising/Donations to Outside Agencies](#)
- [Waiver of Liability and Hold Harmless Agreement](#)
- [Conduct Contract](#)
- Advanced Program Checklist (p. 21)
- [Social Networking Guidelines](#)
- [Social Networking Approval Form](#)

The additional forms can be found in **FAST**:

- Department Deposit Form
- Travel Request
- Internal & Rental Vehicle Usage Instructions
- Travel Emergency Roster
- Travel Expense Report
- Purchase Order Request
- Buildings & Grounds Set-Up Request.

Sample Constitution for SVCC Student Organizations

- Article I Name**
The name of this organization shall be...
- Article II Purpose**
The purpose of this organization shall be.....
1) 2) 3) 4) 5) etc.
- Article III Membership**
1) The membership of this organization shall consist of (voting privileges restricted to students).
2) This organization shall not discriminate on the basis of race, color, religion, national origin, ancestry, age, gender, sexual orientation, marital status, disability, military status, or unfavorable discharge from military service.
- Article IV Officers**
1) The officers of this organization shall consist of... (President, VP, Secretary, Treasurer, etc.)
2) Officers shall be elected by... (What method?)
- Article V Duties**
The duties of this organization's officers shall be:
1) Officer #1
2) Officer #2
3) Officer #3, etc.
- Article VI Meetings**
1) Meetings shall be held... (how often?)
2) Special meetings may be called by... (what method?)
- Article VII Quorum**
1) The minimum number of members needed to conduct business shall be _____ officers and _____ general members.
- Article VIII Election of Officers**
1) Nominations of officers shall be submitted by... (whom?)
2) Nominations shall be due by...
3) Elections shall be held on...
4) If any position becomes vacant, vacancies shall be filled by... (what method?)
5) All elected candidates and elected officers must be in good academic standing with SVCC (2.0 GPA). All Club Presidents must carry at least 6 credit hours and other officers at least 3 credit hours. Student Clubs may set higher standards for themselves as defined in their constitution.
- Article IX Constitution and Amendments**
1) This constitution may be amended by... (what portion of membership?)
2) This constitution shall be ratified by... (what method?)
3) This constitution and/or amendments shall not become valid until a copy of said constitution and/or amendment(s) has been placed on file in the Student Activities Office.
- Article X Removal of Officer *See Impeachment Language.**

Impeachment Language

Paragraph form with 2/3 vote required:

Section ** - Recall of Officers: Any member of the Executive Board may be impeached for failure to carry out his/her constitutional duties. An impeachment must be in writing, and enumerate the specific charges. A two-thirds majority vote of the membership is needed to sustain an impeachment. If a two-thirds vote is obtained, the impeachment stands and the impeached officer is removed from office.

Numbered form with simple majority required:

Section ** - Recall of Officers

1. Officers are subject to recall for malfeasance or failure to perform duties as required in office.
2. Recall procedures will be initiated at the request of five active members.
3. A hearing will be conducted at a regular meeting for the presentation of evidence from all concerned parties.
4. A majority of those active members voting in a recall at the end of the hearing is necessary to remove any officer.
5. All recall request must be submitted and approved by the organization's advisor with proper and supporting documentation.

ADVANCED PROGRAM CHECKLIST

TASK		DATE TO BE COMPLETED	PERSON RESPONSIBLE	DATE COMPLETED
PRIOR:	Budget breakdown			
	Set totals			
	Select target audience			
	Reserve venue(s) through Buildings & Grounds (B&G)			
	Determine equipment requirements			
	Request contracts			
6 WEEKS PRIOR:	Set deadlines for tasks to be completed			
	Brainstorm for publicity ideas to promote event			
ONE MONTH PRIOR:	Submit Purchase Orders			
	Process contract (contract must first be reviewed and approved by Student Activities Coordinator)			
	Reserve hotel room if necessary			
	Reserve a vehicle if needed			
	Confirm technical requirements/reserve through FACIT			
	Re-read contract/contract rider			
	Design/create advertisement campaign -Flyers, posters, banners, table tents			
3 WEEKS PRIOR:	Look into food orders			
2 WEEKS PRIOR:	Order food if necessary			
	Begin advertisement and submit press release			
	Arrange hospitality			
	Confirm arrival time & any other considerations			
	Confirm hotel arrangements			
	Confirm payment, Check Request			
1 WEEK PRIOR:	Reread contract/rider			
	Full force advertisement			
	Confirm arrangements with B&G and food services			
DAY BEFORE:	Ensure all contract requirements can be met			
	Confirm committee duties			
	Prepare introductions			
	Dry run of event, if necessary			
	Have performer's check available			
DAY OF EVENT:	Welcome performer			
	Check set-up(s)			
	Check food requirements			
	Pay performer			
	Help with clean-up			
AFTER EVENT:	Send out thank you(s)			
	Meet to evaluate the event			