Along with its formal academic life, the college facilitates a wide variety of social, cultural and special activities that enrich both the college and community. Student activity fees are utilized to run the student activities program within the framework of a yearly budget approved by the Student Government Association.

**Mission of the Office of Student Activities and Leadership Programs**
As the center of student activity, the Office of Student Activities and Leadership Programs is an integral part of the educational mission of Gateway Community College. By offering a variety of programs and services that meet the needs of the Gateway Community, we create an environment for individuals to interact and learn from one another. We provide opportunities for student, faculty, and staff involvement in campus life.

The Office of Student Activities and Leadership Programs, a student-centered organization, values participatory decision making, self-directed activity, and the open exchange of ideas. Through service to the campus community in student leadership and athletics, we foster interactive and developmental experiences in leadership and social responsibility. Furthermore, we enhance the academic experience through an extensive array of cultural, educational, recreational, social, and leadership programs. Thus, developing well-rounded and confident citizens of the world.

The Office of Student Activities and Leadership Programs honors individuality and values the diversity of the campus. We provide opportunities to celebrate traditions that will shape our future. We are committed to fostering a community that cultivates enduring dedication and pride in the College community.

**The Scope**
The Office of Student Activities and Leadership Programs encompasses Student Activities such as the Student Government Association (SGA), the Campus Activities Board (CAB), student organizations including honor societies and academic student organizations, leadership development training, community service and New Student Orientation. The Office of Student Activities and Leadership Programs also supervises Game Haven, our campus student game room. For information, contact the Office of Student Activities and Leadership Programs at (203) 285-2208.

**Policy for Organizing Student Events**

**General Statement**
Student organizations at Gateway Community College are free to organize activities for the student body under the guidance of the Office of Student Activities and Leadership Programs. The Director of Student Leadership Programs and Activities is the only individual who can authorize contractual agreements. No students or advisors may enter into any legal agreement on behalf of the College at any time. Any student organization found in violation of the policies of the College, the Constitution of the Student Government Association, the policies and procedures of the Office of Student Activities and Leadership Programs or discriminating against students with disabilities may lose its Student Government Association and College recognition. All student organization discipline will be handled by the Student Government Association and the Director of Student Leadership Programs and Activities.

**Definition of a College Social Event**
A College social event is an activity:
- In which use of the College’s name is authorized;
- For which admittance is open to the entire College community;
- Which is publicized on the College bulletin boards stating such;
- Which is planned, sponsored, or conducted by a registered College student organization.
If the above criteria apply, a social event is classified as a College social event and is subject to all College rules and regulations regarding social events as defined below:

1. NO Alcohol is permitted at College events unless approved in advance by the Director of Student Leadership Programs and Activities!!
2. Individuals suspected of being under the influence of alcohol or any illegal substance will not be permitted entry.
3. Shirts and shoes required at all times.
4. No open or glass containers allowed upon entry.
5. We reserve the right to refuse entry.
6. One guest (18 years or older) per Gateway Community College student.
7. Both individuals must sign in and IDs will be held until the conclusion of the event or upon leaving the function.
8. The Student Host must accompany guest upon entry and leave the function together.
9. Guests must be 18 years of age or older.
10. We reserve the right to check purses and pockets, etc. at any time.
11. All students and guests must enter and leave from the front door.
12. No individuals may solicit GWCC students to host them for access into the function. Individuals suspected of doing so may be subject to arrest for trespassing.
13. Students and guests may not re-enter the event after leaving the building.
14. These regulations are subject to change at the discretion of the Director of Student Leadership Programs and Activities on an event by event basis in consultation with the Dean of Students.

**Use of the College Name**

No organization may use the name, sponsorship or facilities of Gateway Community College unless the organization is an approved College organization listed with the Dean of Students. Commercial ventures competing with College merchants will not be permitted to operate on College grounds.

**College Facility Usage**

College facilities may be reserved for use by:

- Student organizations;
- Informal groups of students or faculty members;
- Off-campus groups approved by the President;
- Official College committees.

Student organizations must submit the Student Activity Registration Form to the Office of Student Activities and Leadership Programs in order to hold events and club meetings. Student organization room reservations must be made by the Office of Student Activities and Leadership Programs once the Event Reservation/Scheduling Form has been submitted to the Office of Student Activities and Leadership Programs. Events and room assignments will be made on a “first-come, first-served” basis.

**Copyright Issues**

**Printed Material**

The Fair Use Doctrine (1978) of the Copyright Act governs the making of photocopies of copyrighted material. Photocopies may be made for purposes such as criticism, comment, news reporting, teaching, scholarship or research as long as the reproduction or distribution is made without any purpose of direct or indirect commercial advantage. Gateway Community College will follow the federal law in dealing with violations of the copyright code.
Film and Video

Videocassettes may be shown, without license, in the home or in certain narrowly defined face-to-face teaching activities. Non-classroom use in public places (i.e. TV lounge) and events, regardless of whether an admission fee is charged, requires a license (see below). Willful infringement for the purposes of commercial or financial gain is a federal crime and is punishable as a felony. Even inadvertent infringers are subject to substantial civil damages.

Special Licenses

Examples of situations requiring a special license or permission from copyright holder:

- Use of cartoons or logos for flyers or party themes;
- Showing movies at a club or College activity;
- Sharing computer software;
- Use of music for events, performances and the distribution and/or sale of video with music.

Please contact the Office of Student Activities and Leadership Programs with any questions.

Use of College Name and Logo

The use of the Gateway Community College name and logo in the printing of t-shirts, hats, etc. is generally acceptable, provided that the design is in good taste and the items will not be distributed outside the College. However, permission to use the Gateway Community College logo must be obtained by the Director of Student Leadership Programs and Activities. The College logo should be on all print, marketing and publicity.

Solicitations, Drives, and Sales (Fundraising Events)

On occasion, student organizations will wish to hold a fundraiser to supplement their organizational costs. All fundraisers must be approved and scheduled by the Director of Student Leadership Programs and Activities no less than two (2) weeks prior to the function (three weeks if money needed). All publicity must state that the event is a fundraiser and who the proceeds will benefit per the State of Connecticut Comptroller. For specific questions regarding fundraising policies, please reference the Student Activity Fund Financial Guidelines located in the Office of Student Activities and Leadership Programs.

All solicitations, drives, and sales held on campus must be sponsored by recognized student organizations and must be approved by the Office of Student Activities and Leadership Programs. A Student Activity Registration Form must be filled out and discussed with the Director of Student Leadership Programs and Activities prior to beginning any solicitation, publicity or sales efforts. Commercial ventures competing with approved vendors will not be permitted to operate on College grounds. Student organizations may host craft vendors on campus as a fundraiser. All arrangements must be made through the Office of Student Activities and Leadership Programs.

Posting Policy

All students, faculty, staff and community members must comply with the College Posting Policy. Posters and other forms of advertising on the campus must conform to campus regulations available in the Office of Student Activities and Leadership Programs and must be stamped before posting. The College reserves the right to refuse requests for posting of information by non-College related organizations, private individuals, groups, etc.

1. All posters, flyers, banners, etc. must be approved and stamped by the Office of Student Activities and Leadership Programs before posting.
2. Posting is permitted on bulletin boards only. All bulletin boards are designated as official College, departmental or Student Organization bulletin boards. Bulletin boards will be cleaned weekly of any overdue or illegal
postings. For a comprehensive list of bulletin boards and posting locations, please see the Office of Student Activities and Leadership Programs or visit our website.

3. Posting is not permitted on doors, vehicle windshields, in bathrooms or trees. Materials posted in these areas will be removed!

4. Flyers may be posted for a maximum of three (3) weeks or until the date of the event (whichever comes first).

5. All information on any flyer must be written clearly.

6. If a flyer is to be written in a language other than English, the flyer must include the English translation.

7. There will be no posting of alcohol-related or drug-related events, obscenities, slanderous materials, or material containing racist or sexist statements. This would include, but not be limited to, advertisements which show/promote bars, nudity, violence, racism, sexism, alcohol, drugs, firearms, or other items not deemed appropriate. Profanity or vulgarity is not permitted on any posted materials.

8. There will be no posting of notices or flyers that support or endorse candidates for political office or political statements. We are not a public forum for others to propagate their views.

9. Banners may be posted in designated locations to be scheduled following the College Rooms Reservations process. Banners may be posted for a maximum of seven days. Banners may not exceed 36” x 48” due to space limitations unless it is for a campus-wide program and with the approval of the Director of Student Leadership Programs and Activities.

10. Use of any bulletin board or authorized space on campus does not constitute an endorsement or guarantee of any product, service, or information by the Student Government Association, Office of Student Activities and Leadership Programs or Gateway Community College.

Outside organizations in violation of these policies will not be permitted to post any information or use College facilities and criminal charges may be pursued.

**Student Organization Posting Policies**

In addition to the above Posting Policy, all student organizations must adhere to the following posting regulations:

1. All Gateway Community College recognized student clubs and organizations must have programs and events approved by the Office of Student Activities and Leadership Programs before distributing related publicity.

2. Student organization program publicity must bear the College logo (available in the Office of Student Activities and Leadership Programs), must identify which organization is sponsoring the program, and if it is paid for by the Student Activity Fee.

3. Student organizations that post flyers inappropriately are subject to the possible suspension of their privileges and/or fines.

4. Twenty (20) copies will be approved by the Office of Student Activities and Leadership Programs for posting. One (1) flyer may be posted per bulletin board. The Office of Student Activities and Leadership Programs will maintain one copy for their files. Flyers and other advertisements must be removed immediately after the event has taken place.

5. The Director of Student Leadership Programs and Activities may alter these policies pertaining to student organizations at his/her discretion.

6. Students or student organizations in violation of any of the preceding regulations are subject to disciplinary action.

**Scheduling Student Activities and Special Events**

Scheduling Policy: The Office of Student Activities and Leadership Programs will act as a facilitator for scheduling student events while taking the entire campus calendar into consideration. In order to plan a special event or activity on or off-campus, student organizations must submit a completed Student Activity Registration Form to the Office of Student
Activities and Leadership Programs not less than two (2) weeks prior to event (three weeks if monies will be needed). The Office of Student Activities and Leadership Programs will make all room reservations for events and meetings on behalf of the student organization.

**Conflicting Date Policy**
If the scheduling of two events on the same date or near the same date will cause a conflict, the final dates will be decided by the Director of Student Leadership Programs and Activities.

**Room Use Policy**
All student organization meetings will be held in the Student Organization Meeting Room in the Office of Student Activities and Leadership Programs Suite. To reserve a room, please clearly indicate which room is desired on the Student Activity Registration Form.

**Security for Student Activities and Special Events**
After receiving a Student Activity Registration Form, the Director of Student Leadership Programs and Activities will consult with the student organization and determine how many staff will be required to work the event and/or whether or not police protection will be necessary.

**Admission Charges**
No admission charge may be set or announced without consulting with the SGA Treasurer. It is generally assumed that most events provide both social and cultural opportunities rather than serve as a means for raising funds. The determination of admission charges will be based on:
- The organization’s budget provided from the Student Activity Fund;
- The projected cost of the event; and
- Non-students must pay a higher rate than students when Student Activity Fund money is being used. Non-students must pay no less than the cost of the ticket itself.

**Off-Campus Events and Travel Policy**
- Prior to approval of an off-campus activity or special event, the Director of Student Leadership Programs and Activities or her designee must perform an on-site inspection and tour of the facility to check the following:
  - General suitability of the establishment for the affair;
    - Parking facilities;
    - Fire protection;
    - Handicapped access;
    - City licensing.
- Student Organizations may select who they would like to serve as College Representative(s) for any off campus events with the final approval from the Director of Student Leadership Programs and Activities.
- The student coordinator and College Representatives must meet with the Director of Student Leadership Programs and Activities prior to the event to finalize expectations and needs for all off campus events.
- All participants (students, non-student, advisors /College Representatives) must submit a signed BOT Activity Waiver Form and submit it to the Office of Student Activities and Leadership Programs prior to the day of the excursion.
- All participant signups and ticket sales will be conducted in the Office of Student Activities and Leadership Programs during normal business hours.
- A list of participants and a copy of the BOT Liability Waiver Form will be provided the day before the event to the student coordinator and College Representative as well as a copy forwarded to the Dean of Students.
Supervisory Responsibilities of College Representatives for Off Campus Student Activities/Day Trips

- No less than two College Representatives are required for any student organization sponsored bus trip.
- The College Representative(s) for the event must be in attendance before, during and while cleaning up after the scheduled event. The event may not begin without the College Representative(s) in attendance.
- The College Representative and student chairperson should introduce themselves to police/security and/or charter personnel.
- The College Representative is to be the final decision-making authority regarding immediate action to be taken when the Director of Student Leadership Programs and Activities or higher authority is not present.
- The College Representative is to be notified immediately by students or police regarding injury to another student.
- The College Representative should assist the injured student in contacting his/her family and notify the Director of Student Leadership Programs and Activities immediately.
- If the Director of Student Leadership Programs and Activities cannot be reached, the Dean of Students or the President of the College must be notified immediately.
- In the event of an accident, disciplinary issue or difficult situation, the College Representative(s) are to submit a written incident report directly to the Director of Student Leadership Programs and Activities within twenty-four hours of the activity.
- Before departing campus, College Representative(s) must cross-reference BOT Liability Waivers, ticket sales and the participant list to ensure all forms are complete and payment has been secured. Any new BOT Liability Waiver Forms must be copied and the originals are to be submitted to the Office of Student Activities and Leadership Programs prior to departure.
- The College Representative must verify attendance and cash operations while at the event. Following the activity, the College Representative(s) are to submit any cash along with the Fundraising Deposit Form and Ticket Audit Form to the Office of Student Activities and Leadership Programs within twenty-four hours of the event.

Conference Travel

- If students are traveling to a conference, the student organization officers and college representative must meet with the Director of Student Leadership Programs and Activities no less than six weeks prior to the travel date.
- The students are to select a full time faculty or staff member to College Representative the trip and obtain final approval from the Director of Student Leadership Programs and Activities.
- The SGA will only fund one College Representative for a conference.
- Each participant and College Representative must complete the following:
  - Travel Authorization (must be completed prior to travel arrangements and registration due date);
  - BOT Activity Waiver Form;
  - SGA Conference Travel Contract prior to payment of registration, hotel and flight.
- All Travel Authorizations for student organization travel must be authorized by the Director of Student Leadership Programs and Activities and the Dean of Students.
- All travel arrangements must be coordinated between the Organization President or Organization Treasurer and Director of Student Leadership Programs and Activities. See Financial Guidelines for conference regulations.
- Participants are required to fully participate in all aspects of the conference or convention.
- Conference participation is a College sanctioned event and therefore, alcohol is prohibited for both student participants and College Representative.
- Hotel rooms are determined by gender and college representatives are not to share a hotel room with students.
● Student participants are to submit a written report and present a report to the SGA within two weeks after the conference.
● If a student fails to attend the conference once travel tickets have been purchased and past the conference cancellation deadline, he/she will be required to reimburse the SGA for the expenses incurred and will receive their ticket to be used at a later time.

**Supervisory Responsibilities of the College Representative while Traveling to Conferences**

● College Representative will be responsible for receiving plane or train tickets.
● College Representatives may be required to drive school or rental van.
● Cash advance for student meal allowances will be made out to the College Representative traveling with the students.
● Oversee hotel and conference check-in.
● Remember that College Representatives are responsible for the integrity of our program and the College while traveling and that they need to be able to make clear, responsible decisions.
● Fully participate in the conference.
● Be available to process information with the students.
● Allow the students to determine who will attend which workshops, etc. Assist in settling any disputes if necessary.
● Contact the Director of Student Leadership Programs and Activities in the event of any problems or emergencies.

**General Regulations Governing All Student Organizations**

1. All student organizations, including those with national affiliations such as honor societies and academic student organizations, are subject to College policies, regulations, and guidelines as outlined in the Student Handbook and in the Student Organization Guidebook.
2. Recognition of an organization by the College implies neither approval nor disapproval of the aims, objectives and policies of the organization.
3. Each organization is responsible for the behavior of its members at all times when they are acting under the auspices of the group.
4. Neither the organization nor its representatives may violate federal, state or local laws during activities/functions.
5. Any organization that engages in illegal activities on or off campus will have sanctions imposed against it by the Director of Student Leadership Programs and Activities and/or the SGA. Individuals may also be held responsible to the Dean of Students by means of the Campus Code of Conduct Policy. Such an organization is also liable to action by external sources.
6. Organizations, their advisors and College Representatives are required to comply with the College Policies. Violation of these policies leaves the sponsoring student organization and its officers open to sanctions imposed by the SGA, Director of Student Leadership Programs and Activities and/or the Dean of Student Affairs. Advisors or colleges representatives may face sanctions imposed by management.
7. Sanctions will be determined by these organizations and may include but are not limited to probation, temporary suspension, permanent suspension/loss of recognition, suspension of funding, community service, suspension of use of College facilities or other sanctions as determined by the SGA, Director of Student Leadership Programs and Activities and/or the Dean of Student Affairs.
8. Each organization is subject to rules, regulations and/or procedures established by the Student Government Association or the Director of Student Leadership Programs and Activities.
9. All student organization financial assets are to be housed in the Student Activity Fund per the State Comptroller. There are no exceptions to this policy.
10. The organization must not demonstrate any dangerous practices or violent behaviors which are detrimental or injurious to students or members of the campus community. Any disruption of the educational purpose of the institution cannot and will not be permitted.

11. Dangerous, violent or disruptive behaviors which can be injurious to the health, safety, and general welfare of the general community include:
   ○ Actions which adversely impact the academic, co-curricular or vocational pursuits of students;
   ○ Actions which remove students by pressure or force from the campus for extended periods;
   ○ Actions which adversely impact the financial status or conditions of the student;
   ○ Engaging in false or deceptive promotions or advertising concerning a group or its activities;
   ○ The use of non-students or others unrelated to the College experience who pose as students for the sake of solicitation;
   ○ Seeking to force or coerce, either physically or emotionally, membership into a group.

12. All organization contractual agreements and/or financial transactions must be approved by the Director of Student Leadership Programs and Activities prior to arrangements being made. No student, student organization or advisor is authorized to enter into any contractual agreement or sign contracts for any service or entertainment booking at any time, for any reason. Anyone found in violation of this policy will be held personally responsible for any financial obligations and will be subject to further sanctions by the SGA, the Director of Student Leadership Programs and Activities, the Dean of Students or College Management.

13. Membership in all SGA student organizations shall be open to any activity fee paying student of the College community who is willing to subscribe to the stated aims and philosophy of the organization. Discrimination on the basis of color, creed, age, handicap, national origin, race, gender, or sexual orientation is prohibited.

14. A current Constitution and a current roster of officers, general members and approved Advisor(s), including phone numbers and addresses, must be submitted by the end of the fifth week of each semester to the Office of Student Activities and Leadership Programs in order to maintain a registered status and have access to Student Activity Funds and College facilities.

15. All student organizations utilizing the Student Activity Fee or who houses monies in the Student Activity Fund must submit meeting minutes to the Office of Student Activities and Leadership Programs following each club meeting for state auditing purposes.

16. Student members must vote on all officer elections, which programs and or activities the organization wishes to sponsor and who will serve as the organization Advisor(s). These items must be included in minutes.

17. There will be no activities or programs during the week of finals and all spring programs must be completed by the start of finals week.

**Organizing a New Student Organization**

**Recognition of New Student Organizations**
New student organizations will be established as students express an interest in forming them. Students wishing to form new organizations may contact the Student Government Association President and/or the Director of Student Leadership Program and Activities. Before an organization can be recognized or be able to receive any allocation of the Student Activity Fund, the group must be processed by the Office of Student Activities and Leadership Programs and formally recognized by the Student Government Association regardless of how the organization chooses to be funded.

If a student decides he/she wants to start a new student organization, here's how:

1. Meet with the Director of Student Leadership Programs and Activities to discuss your idea for the organization, its purpose and how to begin.
2. The minimum number of students required to create a new organization is eight (8). All students must be in good standing with the College.
3. Compile a list of prospective members using the Student Organization Roster which serves as the organization’s charter for that semester. The roster requires:
   - Student’s name
   - Elected Position
   - Address
   - Student ID number
   - Phone
   - Email

4. All advisors serve at the pleasure of the student organization and the Student Government Association. Student organization members must vote to nominate a full-time faculty/staff member to serve as the advisor to the organization. All advisors must then be approved by the Student Government Association Executive Board in consultation with the Director of Student Leadership Programs and Activities on a yearly basis and participate in Advisor Training in order to serve as a student organization advisor.

5. As a group, write a Constitution which reflects the purpose of the organization, its governance structure and the way you intend to run it including: meetings, elections and amendments (see sample in New Student Organization Packet). All sections and articles of your Constitution should be explicitly defined. All Constitutions must comply with State, College and Student Government Association policies.

6. Review your Constitution with the Director of Student Leadership Programs and Activities to ensure that it is complete and complies with State, College and Student Government Association policies. Once finalized by the Director of Student Leadership Programs and Activities, the group may submit the new Student Organization Packet including the Student Organization Roster, Constitution, and Advisor Nomination and Agreement to the President of the Student Government Association for review.

7. Upon submitting your Constitution to the President of the Student Government Association, make an appointment to present your organization’s Constitution for recognition at a Student Government Association general meeting.

8. If your organization is approved, you must submit one copy of your approved Constitution to the Office of Student Activities and Leadership Programs to establish your organization’s permanent record.

9. All amendments to your Constitution (including changing the name of your organization) must be approved by the Student Government Association.

10. After recognition, your organization may approach the Finance Committee of the SGA for funding.

11. All organization Constitutions, recruitment procedures and practices must be free of any and all restrictions for membership on the basis of race, color, handicap, military status, creed, religion, sexual orientation or national origin. Policies or practices not in accordance with these requirements, written or unwritten, are prohibited. Violations of these requirements can lead to immediate loss of College and Student Government Association recognition.

**Requirements for Serving as an Advisor**

- Primary Advisor(s) must be a full-time employee of Gateway Community College. (In rare instances, an exception may be made at the discretion of the Director of Student Leadership Programs and Activities.) In order to serve as a club/student organization advisor, the club or organization must nominate an advisor to be confirmed by the Student Government Association in consultation with the Director of Student Leadership Programs and Activities on a yearly basis. This staff member serves as the Primary Advisor to the student organization.

- Organizations may elect to have a secondary Advisor who must be an employee of the College with the exception of student employees. A Secondary Advisor may serve as a resource to an organization for programming and coverage of events. The Secondary Advisor must also be nominated by the club membership and approved by the Student Government Association Executive Board as well as participate in Advisor Orientation.

**Role of the Advisor**
Student organization advisors agree to:

- Take an active role in advising the student organization.
- Know the general purpose of the organization and be familiar with all provisions outlined in the organization’s Constitution and Bylaws.
- Be familiar with parliamentary procedure.
- Know the officers and the current members of the organization.
- Meet with the organization’s leadership on a regular basis (at least once per month).
- Remain informed of all activities sponsored and conducted by the student organization and attend all on-campus events.
- If requested, be willing to College Representative any off-campus events held by the student organization.
- Establish with the student organization officers the manner and frequency in which the Advisor(s) will participate in the organization’s activities, e.g., programs, social events, and meetings.
- Be knowledgeable about and adhere to College policies and procedures which pertain to student organizations and inform the student organization officers of his/her responsibility to do the same.
- Be knowledgeable of policies and procedures listed in the Code of Student Rights (in the Gateway Community College Student Handbook) and review this code with the student organization officers.
- Adhere to the Student Activity Fund Financial Guidelines.
- Offer guidance to the organization on goal setting, organization management, program planning, problem-solving and group evaluation.
- Advisors are required to attend and College Representative the various on-campus events of the student organizations they advise, held during and after normal business hours. Advisors should arrive at least one half hour before the event and remain until the dissipation of the crowd.
- Promote student involvement in the operation of the club.
- Know the organization’s process for obtaining new members.
- Allow and encourage student members to run their organization.
- Report to the Director of Student Leadership Programs and Activities any activities which may or will violate College policies.

The View of the Advisor as Viewed by the Student Leaders

Serve as a Resource Person
Offer positive reinforcement and support
Provide constructive criticism
Inform students on legal and policy matters
Attend club meetings
Advise on specific College Procedure
Be available
Discuss ideas, but don’t dictate
Support events by attending
Play devil’s advocate when needed
Realize leaders are volunteers

Meeting Minutes

The Comptroller for the State of Connecticut requires that all student organizations have minutes to their respective organization meetings. Meeting minutes are to be typed, must reflect the business of the day with motions and the outcome of each order of business. Minutes are to be signed by the student organization secretary and submitted to the Office of Student Activities and Leadership Programs following the acceptance of the minutes by the club.
organization minutes are subject to FERPA laws and will require a FERPA Release. A FERPA Release for Student Organization Minutes may be obtained in the Office of Student Activities and Leadership Programs or on the College Internet and College Intranet.

**Student Activity Fund Financial Guidelines**

All Gateway Community College students pay a designated Student Activity Fee to the College each semester. This money is administered by the Student Government Association and dispersed through the SGA Finance Committee, which consists of 7-12 students. The Student Activity Fund Financial Guidelines are regulated by the Student Government Association and based upon the policies and procedures outlined in the State of Connecticut Comptroller’s Accounting Procedures Manual for Activity and Welfare Funds, policies and procedures of Gateway Community College, the Office of Student Activities and Leadership Programs and those of the Student Government Association. These Financial Guidelines may change at any time at the discretion of the Comptroller for the State of Connecticut and the Student Government Association.

In order for an organization to be recognized and in good standing with the Student Government Association and the Office of Student Activities and Leadership Programs, the following must be submitted to the Office of Student Activities and Leadership Programs within five (5) weeks of the start of each semester:

- Completed Student Organization Roster including phone numbers, mailing addresses and email addresses (each semester);
- Advisor Nomination and Agreement Form (yearly);
- Organization’s Updated Constitution (must be submitted to the Senator for Student Organizations by the end of the fifth week of the spring semester every other academic year). Student Organizations will be notified when their Constitution is up for review.

In addition, each student organization MUST send at least one member of the organization to each general Student Government Association meeting. **Two unexcused absences will result in the organization’s Student Government Association account being frozen.** Once an account has been frozen, funds will not be made available to that organization for a term to be set by the Student Government Association Executive Board not to exceed one year.

**The Fiscal Year**

The fiscal year begins on July 1 and it ends June 30. Student Organization accounts are closed on April 30. This means no Student Activity Fund Payment Requests, account transfers, contracts or cash advances will be processed. Any events taking place after April 30 should have their paperwork completed prior to the event. Rare instances might dictate clubs and organizations to request funds from an ad hoc Finance Committee, which would consist of the SGA Executive Officers and the Campus Activities Board Senator, during the interim period (May 1 to the first day of classes in the fall semester).

The SGA Treasurer will hold mandatory workshops for all organization treasurers to explain the Student Activity Fund Financial Guidelines. It is the responsibility of the organization treasurer to attend this workshop.

**Funds**

The Student Government Association Activity Fund account is divided into Allocated Funds, Fundraising Funds, and the Carry-Over Cash Account.

All student organization financial assets including donations and fundraised monies, are to be housed in the Student Activity Fund. This includes academic organizations and honor societies. There are no exceptions to this rule per the State Comptroller.
Allocated Funds - are funds that are disbursed to clubs and organizations at the beginning of the fiscal year. Allocated funds are to be used for the good of the entire club and may not be spent to benefit any individual club member. Clubs and organizations may spend these funds through the Student Activity Fund Payment Request System. Student Activity Fund Payment Requests can be obtained from the Office of Student Activities and Leadership Programs, the SGA Office, the College Intranet and on the College Website (www.gatewayct.edu). Student Activity Fund monies are prohibited for the use of purchasing alcohol, items for organization use only, rental of cars for personal use and to purchase food for private meetings/parties. Items purchased or donated to charities is illegal. Any items that the Director or Student Leadership Programs and Activities or the Connecticut State Comptroller deems inappropriate will not be purchased. Allocated money will be returned to the Student Government Association Carry-Over Cash Account at the end of the fiscal year unless deemed otherwise by the Student Government Association. The SGA Treasurer maintains a record of funds and monetary transactions for student organizations.

Fundraising Funds - are funds, which are generated by organizations through fundraisers, thus, allowing flexibility in expenditures. Monies acquired through Fundraising must be deposited through the Office of Student Activities and Leadership Programs, where you may obtain a Student Organization Fundraising/Event Revenue Deposit Form. In order to use raised monies for charitable means, clubs must utilize the Student Activity Fund Payment Request System. Monies fundraised must be submitted along with a Fundraising/Event Revenue Deposit Form within twenty-four (24) hours of the event/fundraiser to the Office of Student Activities and Leadership Programs. The use of fundraising dollars for alcohol is prohibited. The student organization may carry any fundraising monies that have not been used by the end of the fiscal year over to the next fiscal year. If a organization has been inactive for two years, its fundraising balance reverts to the Student Government Association Carry-Over Account.

Generated Income - from any source must be deposited in the club’s Student Government Association Account within twenty-four (24) hours. Individual checking/savings accounts are prohibited.

Dues - may be collected only by Honor Societies and organizations with national affiliations. However, any organization that collects mandatory dues will not receive Student Activity Fund monies for student organization use only unless the funds are to be used for programs that will benefit the entire student body. Dues collected must be deposited in the organization’s Student Activity Fund Account through the Student Organization Fundraising/Event Revenue Deposit Form.

Donations - may be collected by a student organization. Donations collected must be deposited in the organization’s Fundraising Account with the Student Government Association.

Carry-Over Cash Account - are funds carried over from previous years and may only be spent on major student programs that are not a part of the annual programming calendar, Leadership Conference Grants and other student programs deemed appropriate by the Student Government Association Officers and Director of Student Leadership Programs and Activities. The Carry-Over Cash Account must maintain a balance of no less than $10,000 a year. In order to access the Carry-Over Cash Account, all of the Executive Officers of the SGA must approve the expenditure along with approval from the Director of Student Leadership Programs and Activities.

The SGA Treasurer, in consultation with the Director of Student Leadership Programs and Activities, may at any time freeze the funds of an organization, if deemed necessary, resulting from a violation of the Student Activity Fund Financial Guidelines.

Yearly Student Organization Budget Requests
The Student Government Association conducts a yearly budget request process which is facilitated through the Finance Committee. Budget requests for the following academic year are due on March 15 of each academic year. Student
Organization Treasurers will be requested to appear before the Finance Committee to defend their respective budget requests.

The Student Activity Fund will be broken down as follows:

- 9% for the Student Government Association to be set aside for the SGA conference and programming;
- 21% for the Campus Activities Board;
- 18% to the Office of Student Activities and Leadership Programs Leadership Retreats, SGA, Senate and Student Organizations, Leadership Development Training (campus wide and organizational), Diversity Programming, Club supplies, popcorn supplies and sundries, Swearing In Ceremony, Student Leadership and Athletic Banquet, Student Appreciation Days and other programs and activities deemed appropriate by the Director of Student Leadership Programs and Activities;
- 9% to be used for the Student Leadership Conference Grant Program;
- 31% to be allocated to SGA recognized student organizations by the Finance Committee of the SGA; and
- 4% for Contingency Fund for new clubs and additional requests throughout the academic year.
- 1% for Student Organization Treats to be purchased and coordinated by the Office of Student Activities and Leadership Programs
- 5% for Software for student organizations
- 2% Student Organization Recruitment

Supplemental budget requests for additional monies will be accepted through October 15 of each year. If monies are available, student organizations may request additional monies throughout the rest of the academic year.

**Student Activity Fund Payment Request System**

Student groups must use the Office of Student Activities and Leadership Programs Student Activity Fund Payment Request System to spend money from the Student Activity Fund. The Director of Student Leadership Programs is the administrator of the Student Activity Fund and therefore is responsible for defining process and authorizing student funds once the SGA Treasurer has authorized use of Student Activity Funds. The Director of Student Leadership Programs and Activities and the Dean of Students are the only individuals who can authorize expenditures from the Student Activity Fund. Products or services may not be purchased or ordered until a Student Activity Fund Payment Request Form is properly completed and approved. The amount of a purchase is not to exceed the amount approved on the Student Activity Fund Payment Request Form. Only properly executed Student Activity Fund Payment Request Forms will be honored. Allow at least three weeks to complete the Student Activity Fund Payment Request Form (six weeks for conference travel Student Activity Fund Payment Requests.)

**NOTE:**

- **Invoices** - will not be paid without prior completion of a Student Activity Fund Payment Request Form.
- **Reimbursements** - for expenditures will not be processed without prior approval of a Student Activity Fund Payment Request Form. Reimbursements require an original receipt as proof of total expense and permission to have spent monies must have been granted by the SGA Executive Board prior to the expenditure.
- **Bills** - will not be paid without a written statement and invoice and an appropriate W-9 form on file with the College.
- **Personal Service Agreements** – must be completed prior to engagement and will not be paid without a completed Student Activity Fund Payment Request, W-9, invoice and club minutes identifying that the students voted on the expenditure. All forms must be submitted to the Office of Student Activities and Leadership Programs prior to the event and payment will be sent fourteen to twenty-one business days following the event.

**Student Activity Fund Payment Request Procedure**

1. Student Activity Fund Payment Request Forms are available in the Office of Student Activities and Leadership Programs, from the SGA Treasurer and the College Intranet.
2. A club member must fill out the Student Activity Fund Payment Request Form and must obtain the signatures of the club treasurer.

3. The Student Activity Fund Payment Request Form must be submitted to the Office of Student Activities and Leadership Programs no less than three weeks prior to the date needed. The Student Activity Fund Payment Request Form will be dated and numbered upon receipt. The SGA Treasurer will authorize the request based upon available funds and Financial Guidelines (Note: no checks will be issued to those organizations and clubs with insufficient funds). A Payment Voucher will be generated and forwarded to the Director of Student Leadership Programs and Activities and the Dean of Students to authorize payment and a copy of the payable voucher will be forwarded to the requesting student organization for their respective records. Payment will not be made without the authorized signature of the Director of Student Leadership Programs and Activities and the Dean of Students.

4. If the request for a Student Activity Fund Payment Request is denied, it will be marked VOID. The person who initiated the Student Activity Fund Payment Request will be notified through the organization’s mailbox located in the Office of Student Activities and Leadership Programs.

5. Contained on the Student Activity Fund Payment Request Form is Gateway Community College’s tax-exempt number (#06-6000798-7701). Tax will not be paid on a purchase or service.

6. A proof of purchase, Personal Service Agreement and invoice MUST accompany the Student Activity Fund Payment Request for a check to be drawn.

7. All purchases are to be completed through the College Purchasing Office after submitting appropriate paperwork to the Office of Student Activities and Leadership Programs.

8. After services are rendered, checks are either sent to the vendor or picked up in the Office of Student Activities and Leadership Programs by the requester.

9. When money is advanced to a student organization, a receipt for the expenditure must be received within five business days. Failure to produce a receipt will result in the account being frozen and students/staff being responsible for lost money.

**Personal Service Agreements (PSA’s)**

1. Any questions regarding Personal Service Agreements and contracts should be directed to the Director of Student Leadership Programs and Activities.

2. Students and advisors can neither sign contracts nor make verbal commitments to performers and/or services. Failure to abide by this rule will lead to the automatic freezing of all funds, for a period not to exceed one year. Individuals may also be held financially responsible.

3. All Personal Service Agreements must be approved by the Director of Student Leadership Programs and Activities prior to processing. PSA’s will be prepared by the Office of Student Activities and Leadership Programs. Clubs must have sufficient funds for the requested product or service before the Personal Service Agreement can be authorized by the Director of Student Leadership Programs or a Payment Request drawn.

4. Student Activity Fund Payment Requests must be completed and returned with the signed contract, invoice, completed W-9 Form, Certification and club minutes.

5. PSA’s requiring deposits are not allowed. The Director of Student Leadership Programs and Activities may determine exceptions, only when absolutely necessary.

6. Each PSA requires the signatures of the performer/contractor before it is submitted back to the Office of Student Activities and Leadership Programs for processing. One copy of the signed PSA will be kept on file in the Office of Student Activities and Leadership Programs. Please allow at least 3 months for any contract over the amount of $3,000 to be approved by the State Attorney General.

7. There must be four copies of the PSA. One copy is to be returned to the performer/agency, the sponsoring club or organization retains a copy, and the third copy is to accompany the Payment Request and a fourth copy will be kept on file in the Office of Student Activities and Leadership Programs. The College will only accept a state PSA to be used as a contract with clubs and organizations.
8. All artists will be paid fourteen to twenty one days AFTER their act or performance, by a Gateway Community College - Student Government Association check drawn on a Payment Voucher. Agents and/or performers must be notified of this rule in advance.

9. Door receipts cannot be used to pay the performer or speaker. There are absolutely no exceptions to this rule! All door receipts received must be deposited through the Student Organization Deposit Form available in the Office of Student Activities and Leadership Programs.

Equipment
Purchasing equipment with Student Government Association funds places the responsibility for the respective equipment with the organization that bought the item(s); however, Student Government Association is the owner. All equipment purchased with Student Activity Fee money will be inventoried by the Student Activities and Leadership Programs staff and stored in the Student Government Association Office or in Student Activities and Leadership Programs storage.

When treatment of Student Government Association purchased equipment is deemed irresponsible, the individual or group can be denied the use of the equipment and/or access to funds in the future. Likewise, anything leased, rented, or borrowed for an approved event will be the responsibility of the sponsoring organization.

The Office of Student Activities and Leadership Programs is not liable for any loss by an organization. Any such occurrence must be immediately reported to the Director of Student Leadership Programs and Activities and the SGA Treasurer. In the case of stolen equipment, Security must be notified immediately. When exact loss is calculated, the Finance Committee will determine if loss was due to negligence. If the organization is deemed negligent, then the organization may be held responsible for loss or damage and it will be billed accordingly.

Cash Receipts

Money Deposits
All organizations must deposit all funds into its account(s) through the Office of Student Activities and Leadership Programs. The SGA Treasurer will credit the organization, and he/she will give the bearer a receipt for the money deposited.

The following cash receipts must be deposited:

Generated Income - Funds allocated or appropriated to an organization can be used to generate income (unallocated funds). These funds must be deposited to the Office of Student Activities and Leadership Programs within twenty-four (24) hours of the event. Monies collected that exceed the amount allocated for the program may be deposited into the club fundraising account to be facilitated by the Office of Student Activities and Leadership Programs.

Donations - Any club or organization supported with Student Activity Fees shall report all donations to the club from all sources to the SGA Treasurer and Director of Student Leadership Programs and Activities in writing. This report should include the amount of the donation and any restriction attached to it by the donor. If the donor decides to withdraw his/her donation, then the club will willingly refund it. The SGA Treasurer and the Director of Student Leadership Programs and Activities shall be notified of this type of transaction and reason for withdrawal. A Payment Request will then need to be submitted for processing.

Dues - Any club or organization (except fraternities and sororities) that collect dues must deposit these funds in their Student Government Association Account. By collecting dues, the organization will become ineligible for funding by Student Government Association except for events open to entire student body.

Petty Cash Advance
Petty cash is available to organizations through the Office of Student Activities and Leadership Programs for emergency use only in the form of a College check prepared in the Business Office. Clubs/organizations may make a request for money that may be issued at the discretion of the SGA Treasurer in consultation with the Director of Student Leadership Programs and Activities.

Prior to receipt of funds, the requestor must complete a Student Activity Fund Payment Request available in the Office of Student Activities and Leadership Programs. Organizations must complete or have a Student Activity Fund Payment Request completed with signatures at least three (3) business days prior to receipt of funds for a cash advance. Original receipts must be returned to the Office of Student Activities and Leadership Programs within two (2) business days of use.

PLEASE NOTE: If remaining monies and receipts are not turned over to the Office of Student Activities and Leadership Programs within (2) business days of Petty Cash advance, organizational funds may be frozen for up to one year, and the requesting individual’s College account will be charged for the monies.

How to Hold an Event on or off Campus

- All student organizations must submit a Student Activity Registration Form to the Office of Student Activities and Leadership Programs at least two (2) weeks prior to the event and no less than three (3) weeks if monies are involved.
- The Director of Student Leadership and Activities will authorize the activity request based on scheduling, personnel resources and available monies.
- The Office of Student Activities and Leadership Programs will place the room reservation on behalf of the club.
- Upon approval, the club may proceed with event planning. This may include catering request, transportation, ticketing needs and costs, room set up, College Representative, publicity request, video fax request, tech request and security needs to be coordinated with The Office of Student Activities and Leadership Programs. Please refer to posting policy regarding publicity.

Ticket Policy

- All ticket sales are to be conducted in the Office of Student Activities and Leadership Programs or at the event, when appropriate.
- All tickets must be sequentially pre-numbered. Ticket numbers issued, used and unused must be properly accounted for and documented on the Ticket Sales Audit Form. All unused tickets are to be returned along with the form within twenty-four (24) hours of the event. An Event Profit/Loss Summary and Evaluation form that itemizes income and expenditures and shows the accountability of tickets must be prepared and submitted to the Office of Student Activities and Leadership Programs within five (5) days of the event to be verified and submitted to the Director of Finance within ten (10) days of the event.
- Ticket sales to the student body must begin a minimum of two (2) weeks prior to opening up the sale of tickets to non-students, Gateway Community College faculty, staff and alumni at the full cost of the program.
- Refunds will not be given, unless deemed necessary by the Student Government Association Treasurer. Tickets may not be resold for a profit.
- Complimentary tickets and/or guest list for an event must be detailed on the Ticket Sales Audit Form.
- A Student Activity Registration Form must be prepared no later than three weeks prior to the date tickets are placed on sale.
- If tickets need to be sold at the event, then arrangements for tickets and petty cash must be made seventy-two (72) hours prior to the day of the event.
- If the transportation is provided by Gateway Community College, ticket holders are required to use the respective transportation to and from the event, and each ticket holder must sign a Board of Trustees Liability Waiver Form available in the Office of Student Activities and Leadership Programs.

Travel
Policy for Participation at Conventions and Conferences

- Individuals sponsored by a club or organization funded by Student Government Association are eligible for conference travel if they meet the following criteria:
  - Student must be in good standing with the College.
  - Student may not have attended another conference or convention during the current academic year.
    Exceptions may be made if the student is:
    a. Presenting at the conference;
    b. On the conference committee;
    c. On the executive board of the organization sponsoring the conference;
    d. Required to attend the conference due to their respective leadership position.
- Three-fourths (3/4) of a club’s membership must be present to vote on which members will attend a conference or convention.
- The Finance Committee will fund up to eight (8) individuals for their respective conference or convention, for transportation, registration, housing, and food (except for food included in the registration fee). It is strongly suggested that at least two members of an organization attend functions so they can participate in different segments of the retreat, conference, convention, or seminar. If a club or organization wishes to send more than the number of individuals granted funding, then these delegates will be funded from the group’s fundraising revenue or by the individuals themselves.
- The organization may spend no more than fifty percent (50%) of their allocated budget on conference travel.
- An approved College Representative must attend the conference or convention. One hundred percent (100%) of the College Representative’s cost will be paid from the group’s allocated or fund-raising account. No more than one College Representative’s cost will be paid for with monies from the Student Activity Fund.
- All requests for convention or conference funding must be received no later than two months prior to the event. A monetary request to the Finance Committee must include any brochure relating to the event, and a summary describing how the club or organization can benefit from sending delegates to the retreat, convention, conference, or seminar.
- The Finance Committee will not approve more than one conference or convention per club per year.
- It is expected that the club or organization will secure the most cost-efficient accommodations and mode of transportation.
- Appropriated funds must be used as stated. Unused funds must be returned to the Office of Student Activities and Leadership Programs within three (3) business days following the event. Failure to comply with this guideline will result in freezing of the respective club’s funds.
- Receipts must be attached to a completed Travel Expenditure Report and returned within three (3) business days following the event.

  Reimbursement for food is as follows (per diem):
  
<table>
<thead>
<tr>
<th>Meal</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$10.00</td>
</tr>
<tr>
<td>Lunch</td>
<td>$14.00</td>
</tr>
<tr>
<td>Dinner</td>
<td>$25.00</td>
</tr>
<tr>
<td>Gratuity</td>
<td>$7.35</td>
</tr>
</tbody>
</table>

  NOTE: Any expense for food incurred above the allocated amount of $56.35/day will be the responsibility of the student. You will not be reimbursed for overspending.

- A written or verbal report of the convention and an attendance list must be presented to the Student Government Association no later than two weeks after the conference.
- All participants must fill out a Student Leadership Conference Contract, liability forms and any other agreements that are required for conference attendance.
- Any student who violates the Conference Travel Agreement or cancels after plane or train tickets have been purchased or the conference registration cancellation has passed will be required to reimburse the SGA for cost incurred and will be given their ticket to use at another time.
- The Finance Committee and/or the Director of Student Leadership Programs and Activities may make exceptions to the aforementioned travel rules, if deemed appropriate.

Club Recruitment and Recognition Specific Spending Policy
- An organization may exhaust up to five (5%) percent of appropriated money to purchase awards, trophies, or plaques for students. Cash rewards are not permissible. Requests for additional money will be denied.
- Organizations may provide prizes to program participants. Prizes cannot exceed $50 per person and only students are eligible to receive them. Organizations cannot provide cash prizes and all prizes must be verifiable with a receipt from the store in which it was purchased.
- Clubs may not purchase gifts for students, faculty/staff members or those not affiliated with the College.
- An organization may use up to thirty (30%) percent of appropriated money to purchase food for “open events.” Additional requests for money for food may be granted, on a case-by-case basis, which will be determined by the Finance Committee. Requests for food must be itemized in a group’s budget for an event. An “Open Event” is accessible to the entire Gateway Community College student community, and it must be publicized in the same manner.

Catering Policy
- Student groups may request money for food, provided that it enhances the educational experience. The Finance Committee will determine the type of events that require food. These instances will be considered on a case-by-case basis. Money will only be appropriated for “Open Events.” An “Open Event” is accessible to the entire Gateway Community College student community, and it must be publicized in the same manner.
- Food may also be paid out of the club’s allocated catering money in an amount not to exceed $100 for a club recruitment meeting at the start of the year and another $100 for an end of the year party for the club in the spring. The club will have to request a budget for these expenses if they wish to have these functions.
- Non-students must pay for food at catered events where allocated activity dollars are being used. The amount to be charged to non-students shall be established based on the cost of the catering and what is to be served and is determined by the SGA Treasurer and Director on a case by case basis.
- When catering is required, student organizations must submit a Catering Request Form no less than one week before the event to the Office of Student Activities and Leadership Programs to place the order on the club’s behalf. This includes catering to be paid out of the club’s fundraising account.

Finance Committee

General Information
Student Government Association funds should provide students with a means for intellectual, cultural and social development on campus. The Finance Committee is a subcommittee of the Student Government Association, and it bears the responsibility of appropriating Student Activity Funds to the various SGA recognized student clubs and organizations at Gateway Community College.

The Finance Committee is an important subcommittee, because it can prudently provide the financial support for many co-curricular activities. Decisions will be made with the best interest of the students in mind. Decisions by the Finance Committee may be appealed to Student Government Association during regularly scheduled meetings. The organization must submit their appeal in writing five (5) business days before it is brought to Student Government Association. The Student Government Association may only override a decision of the Finance Committee if there has been a violation of the Financial Guidelines. If a decision made by the Finance Committee is deemed inapplicable, then the SGA Treasurer
and the Director of Student Leadership Programs and Activities can change the previous ruling. The SGA Executive Board, ultimately, has the final decision on any matter in question.

**Committee**

Any member of the student body in good standing with the College is eligible to become a member of the Finance committee. Members are selected by the Executive Board of the Student Government Association upon recommendation of the SGA Treasurer after an application and interview screening process. The committee consists of five to ten students, where five students make a quorum, and it meets once a month or when necessary. Members should be committed individuals who can offer fair, unbiased consideration to monetary issues. Members must reapply at the end of every fiscal year. Members who act with any prejudice will be removed at the discretion of the SGA Treasurer and/or the Director of Student Leadership Programs and Activities. The SGA Treasurer, as the chairperson of the committee, has the prerogative to vote to break a tie. Members affiliated with an organization requesting funds cannot vote and cannot be present for the discussion of the vote. All appropriation meetings are limited to appointed members and the Director of Student Leadership Programs and Activities.

**Additional Monetary Requests to the Finance Committee**

When a club or organization wishes to sponsor an event that would be open to the entire student body and the amount of funds in their account is insufficient, they can put a request for funds in writing and present their itemized budgetary proposal to the Finance Committee. The Committee reviews the monetary request, and decides in accordance with the Financial Guidelines if money should be allocated for such a purpose. The following criteria must be adhered to for the Finance Committee to consider a request:

- All organizations planning to appear before the Finance Committee for monetary requests, must submit a copy of the request to the SGA Treasurer and a copy to the Director of Student Leadership Programs and Activities, and meet with the SGA Treasurer by 12 Noon the day before the Committee meeting.
- An officer of the organization requesting funds must appear before the Finance Committee to justify his/her request. Appropriations will not be made without a representative of the respective student organization present. The SGA Treasurer, in consultation with the Director of Student Leadership Programs and Activities, will make exceptions, in rare instances.

Requests must be made no less than twenty (20) business days prior to the event. If the event will require a contract, then requests must be made no less than twenty-eight (28) business days prior to the event.

Requests **MUST** be itemized and estimates must be furnished. Other details necessary on the request are:
- Date, time and location of the event;
- Plans for publicity;
- Cost to students and public attending event;
- Plans for catering, if any; and
- Cost of Security/Police, if necessary.

Organizations have a responsibility to follow through with the details stated on their request. Any changes to the original request must be presented to the SGA Treasurer prior to spending.

The Finance Committee can vote to freeze all previously appropriated funds. In an emergency, the SGA Treasurer has the authority and responsibility to freeze funds with the consultation of the Director of Student Leadership Programs and Activities.
Constitution

Adopted January 2005

Preamble

We the students of Gateway Community College, in order to form a democratic, efficient and responsible Student Government to represent, lead and unify the student body, to decide and recommend for the students upon any matter involving the student interests, to promote common understanding between students, faculty, and administration, while protecting the individual rights of students, do hereby establish and adopt this Constitution and its By-Laws for the Gateway Community College Student Government Association.

Article I

Name

Section 1. The name of this organization shall be: The Student Government Association (SGA) of Gateway Community College (GCC).

Article II

Purpose

Section 1. The purpose of this organization is to:
A. Be a voice of the students at Gateway Community College.
B. Promote good citizenship throughout the college and the community.
C. Assist in the governing of the college
D. Provide a forum for student expression through student representation.
E. Work with the Office of Student Activities and Leadership Programs to encourage, develop and support student activities and events.
F. Work with the Office of Student Activities and Leadership Programs to officially recognize and coordinate Clubs and Organizations.
G. Develop leadership skills.

Article III

Membership

Section 1. All students of GCC are eligible for membership in the SGA upon payment of their tuition and fees.

Section 2. Membership is established by signing the official SGA roster in the Student Government Association Office or the Office of Student Activities and Leadership Programs, or at an SGA meeting.

Article IV

Officers / Executive Board
Section 1. The SGA shall consist of the following elected executive officers: President, Vice President, Secretary and Treasurer as well as an appointed Campus Activities Board Chairperson.

Section 2. Eligibility – Eligible students must be able to demonstrate that they have a GPA of 2.5 or better, has a declared major, and must be in good standing with the College. Any elected officer who loses eligibility to serve on the SGA Executive Board must be replaced through the process of nomination and confirmation.

Section 3. The term of office for all officers is one (1) year. The President may serve only one (1) term. The other Executive Officers may hold the same position more than once pending re-election to that office.

Section 4. Elected Officers are allowed to have their votes cast by proxy in the event they cannot be present during the voting. The proxy must be submitted with the voter’s signature. An official proxy form is available in the Student Government and Student Activities and Leadership Programs offices.

Section 5. The Executive Board shall have the power to make decisions in the event that the SGA President and SGA Advisor deem a situation an emergency or a situation that is restricted to a time limit of less than 24-48 hours.
A. A quorum shall consist of a simple majority of the above officers.
B. All decisions voted upon must be passed by a unanimous vote.
C. All actions taken must be presented to the full body of the SGA at the next scheduled meeting via the minutes of the meeting at which the action took place. Any Executive Board member may present the new information.
D. All emergency actions are subject to the SGA Advisor’s approval.

Section 6. All Officers serve at the pleasure of the SGA and once elected may be removed as defined by Article VII of the SGA Bylaws.

Article V
Duties of the Officers

Section 1. Duties of the President:
A. Preside over meetings of the SGA and chair the Executive Board.
B. Use correct parliamentary procedure.
C. Exercise the power of veto on any SGA actions where he/she deems necessary.
D. Vote on matters which the group has come to a tie.
E. Appoint committees.
F. Represent the SGA at college and community functions.
G. Be available to students during office hours.

Section 2. Duties of the Vice-President:
A. Perform the duties of the President in the absence of the President, or when the President is incapacitated.
B. Preside over the meetings of the Senate.
C. Maintain calendar of all SGA meetings, committee meetings and events.
D. Be available to students during office hours.
Section 3. Duties of the Secretary:
A. Record the minutes of all meetings of the SGA.
B. Type all minutes and agendas.
C. Post minutes of all official meetings within 24 - 48 hours of the meeting’s adjournment.
D. Write and maintain SGA correspondence.
E. Chair the Food Service Committee.
F. Catalogue Club Minutes.
G. Be available to students during office hours.

Section 4. Duties of the Treasurer:
A. Work in conjunction with the Office of Student Activities and Leadership Programs to maintain records of receipts and expenditures of the SGA in the form of a ledger.
B. Present the Treasurer’s Report at meetings of the SGA as new expenditures and balance totals become available.
C. Assist in preparing vouchers for payment in a timely manner.
D. Approve club expenditures in compliance with the Student Activity Fund Financial Guidelines.
E. Be available to students during office hours.

Article VI
Meetings

Section 1. Any student, staff, or faculty member of GCC may attend a SGA meeting.

Section 2. Non-members of the SGA will be recognized to speak provided their name is placed on the agenda prior to the meeting.

Section 3. All meetings shall be conducted in the following manner:
A. The President shall call the meeting to order.
B. The Secretary shall call the roll and read the minutes of the previous meeting to submit for approval, and report on any correspondence received.
C. Treasurer’s Report
D. Executive Officer Reports
E. Senator Reports
F. Committee Reports
G. Club Reports
H. Office of Student Activities and Leadership Programs Report
I. Unfinished Business
J. New Business
K. Announcements
L. Adjournment

Article VII
Clubs and Organizations
Section 1. Clubs and organizations recognized by the SGA may submit a budget funding request for their proposed activities and events.

Section 2. All clubs and organizations wishing to be allocated funds must be open to the entire student body.

Article VIII
Responsibilities of the SGA Advisor
& The Office of Student Activities and Leadership Programs

Section 1. To advise the SGA these rules are followed:
A. Advising: To advise and counsel the officers and members on proposed programs and activities and keep the officers aware of new policies, regulations, resources, and services available to them.
B. Attendance: Must attend all of the meetings and activities of the SGA.
C. Minutes: To review the minutes of each meeting.
D. Compliance: To assist the Officers in adhering to the various policies and regulations of the College.
E. Liaison: To serve as a liaison between the organization and the faculty, staff, and administration of the college.
F. Evaluation: To provide the President of the College with feedback on the functioning of the programs and activities of the organization.
G. Finances: Perform a detailed review of all SGA income and expenditures on a monthly basis and report any irregularities to the Dean of Students.

Article IX
The Student Activity Fund

Section 1. The Student Activity Fund shall consist of a fee paid by each student upon registration. This fee shall be set by the Central Office Administration with input from the Administration and Student Government of each college and the approval of the Board of Governors of the Department of Higher Education.

Section 2. The Student Activity Fund is placed into a bank account under the College name. The funds will be determined by the number of total students enrolled at the college.

Section 3. The Student Activity Fund shall be used for the support of all Student Government Association recognized clubs and organizations and any activities wherein the SGA Finance Committee votes in favor of funding.

Section 4. Deposits to the Student Activity Fund are made by a business office representative once they have been processed by the Office of Student Activities and Leadership Programs.

Section 5. A monthly report will be given to the SGA Treasurer and Office of Student Activities and Leadership Programs by the business office regarding all account activity.
Section 6. The Student Government Association shall maintain an operating account for itself within the Student Activity Fund.

Article X

Expenditures / Disbursements From
the Student Activity Fund

Section 1. The Director of Student Leadership Programs and Activities oversees the fiscal administration of the Student Activity Fund appropriated to the SGA, must approve disbursements from the Student Activity Fund, and sign off on all vouchers for payment.

Section 2. A ledger is maintained by the SGA Treasurer and the Office of Student Activities and Leadership Programs. In the ledger, the Treasurer will keep accurate records of all SGA transactions. Reconciliation of the ledger with the Business Office will occur once per month.

Section 3. In an emergency situation, the SGA budget may be amended with the approval of SGA and the Director of Student Leadership Programs and Activities.

Section 4. Procedure for picking up checks from the Business Office:
A. The only persons authorized to pick up checks from the Business Office are the SGA Executive Board members, Director of Student Leadership Programs and Activities, or the Dean of Students.
   1. Under no circumstances will anyone else be permitted to pick up checks.
   2. The SGA will notify clubs when checks are ready.
   3. The person picking up the check must sign each voucher. In the event that the check is mailed, the person mailing the check must sign off on the voucher.

Section 5. All outstanding bills from the current academic year must be processed by June 30th. Any bills not submitted for payment by that date will become the responsibility of the club, organization, or person who did not submit the bill for payment in the appropriate time frame.

Section 6. Equipment purchased with SGA funds must remain the property of the SGA and may be used by any clubs and organizations with the stipulation that full responsibility be assumed by the borrower. No equipment may be used for personal use or gain, or for College academic or administration purposes.

Section 7. The Director of Student Leadership Programs and Activities and/or the Dean of Students reserve the right to reject a voucher that is deemed to be an inappropriate or unauthorized expenditure of the SGA fund.

Article XI

Amendments to the Constitution

Section 1. Amendments to the Constitution may be proposed for ratification by any member of the SGA in the following manner:
A. The proposed amendment must be accompanied by a petition with the signatures of no less than 3% of the entire student body to establish support for ratification and submitted to the SGA Vice-President. The SGA Vice-President must present the proposal before the Senate for their review and recommendations. The Senate shall decide whether the proposed amendment will be placed on the agenda for further discussion by the entire body of the SGA in no more than 20 business days from the time of receipt.

1. Any SGA member may call for a vote if they are in disagreement with the reasoning of the Senate, and a simple majority vote of all voting members present shall suffice to place the proposal on the agenda for discussion by the entire SGA.

B. The proposed amendment must be accompanied by a petition with the signatures of no less than 5% of the entire student body to establish support for ratification and submitted to the SGA Executive Board. The Executive Board must place the proposal on the agenda for discussion before the entire body of the SGA no more than 20 business days from the time of its receipt.

Section 2. Quorum for the adoption of an amendment shall consist of 50% + 1 of those present at the meeting before a motion to vote can be called.

Section 3. Two-thirds majority of the quorum shall be necessary for ratification of the proposed amendment.

**Article XII**
**Governing Rules**

Section 1. The most current edition of Robert’s Rules of Order Newly Revised shall govern all matters not addressed in this constitution.

**In the event that Senate has not convened at time of proposed Amendment**

**By-Laws**

*Adopted January 2005*

**Article I**
**Membership**

Section 1. General Membership:
Any student who pays a student activity fee upon payment of their tuition to the college is automatically a member of the GCC SGA.

Section 2. Voting Membership
A. Any student may be eligible for voting membership after attending three (3) consecutive meetings per academic semester, and filling out the SGA Voting Membership Registration form available in the Student Government Office, the Office of Student Activities and Leadership Programs, or at the SGA meetings.

B. Voting Privileges are forfeited when the member misses three (3) unexcused meetings, or upon termination of their enrollment to the college.
Section 3. Executive Board Officers
A. The Executive Board Officers shall consist of a President, Vice-President, Secretary, Treasurer and Campus Activities Board Chairperson, who shall occupy these positions upon winning a majority vote in the campus-wide election held each spring semester.
B. The elected officers must maintain at minimum a 2.5 grade point average or above, have declared a major at Gateway Community College, and must be in good standing with the college.
C. All elected officers must meet the classified requirements, and attend at least one (1) SGA leadership conference during the summer that begins their term of office when available.
D. During the summer term, the SGA shall consist of the Executive Board Officers and the CAB Senator.

Section 4. Appointed Senators
A. There shall be a maximum of ten (10) senators. Seven (7) appointed senators representing each academic division including: Allied Health, Engineering and Applied Technology, Arts and Humanities, Business, Math/Science, Nursing and Social Sciences shall have one (1) senatorial position on the Student Government.
B. Each Senator must be matriculated into the academic division which they intend to represent, maintain a 2.0 GPA or above, and be in good standing with the College.
C. The division head or full time faculty of the division will nominate no less than two (2) individuals to the SGA President to serve as senator for their respective division.
D. The appointment of the Senator will require a unanimous vote of the SGA Executive Officers.
E. Of the Senate positions, three (3) shall occupy the following seats:
   1 There shall be one (1) Senator of Student Affairs and Administration to represent student affairs issues.
   2 There shall be one (1) Senator for the Campus Activities Board whose purpose is to successfully coordinate, implement, and execute a comprehensive calendar of social, recreational, educational, film, performing arts, service, philanthropic, concert, and cultural events for activity fee paying students at Gateway Community College.
   3 There shall be one (1) Senator for Clubs and Organizations whose duty shall be to Chair the Inter-Club Council, coordinate the Activities Fair, and oversee Club and Organization constitution review.
F. All appointed Senators shall have automatic voting privileges.
G. The term of Senator shall be one (1) academic year, and a senator shall not serve for more than two (2) terms.
H. The Senate will convene at least once per month or as otherwise necessary.
I. For impeachment process refer to Article VII of these By-Laws.

Section 5. Executive Council
The Executive Council shall consist of all elected officers and appointed Senators.

Section 6. Student Organizational Representatives
A. Each GCC recognized club or organization must designate at least one representative to the SGA.
B. Each Official Organization Representative will have one vote on any and all legislative matters.
C. There are no term limits for Organizational Representatives.
D. A club or organization that does not have representation at two or more meetings will forfeit their funding.

Article II
Election Procedures

Section 1. Criteria and Time-Line for Election Procedures:
A. Nominations for new officers will be accepted through the last week of March.
B. Students desiring to campaign for a position on the Executive Board must complete a petition containing fifty (50) student signatures and submit it to the Director of Student Leadership Programs and Activities.
C. After submitting the petition, all SGA members who can demonstrate that he/she possesses a 2.5 GPA and above, has a declared major at Gateway Community College and is in good standing with the college will be added to the ballot for election.
D. There will be 2 weeks of campaigning under the supervision of the Election Committee.
E. Elections will take place during the third week of April.
F. The SGA President will announce the results at noon the day following the election at a designated place.
G. There will be a transitional period of two (2) weeks from May 1st to May 14th to acquaint the newly elected officers with the duties of their respective positions, and by the third week of May an induction ceremony will be held to swear in the Executive Officers for that year.

Article IIa.
Procedure for Filling Vacancies on the Executive Board

Section 1. In the event of a vacant office, nominations will be accepted at the next regularly scheduled meeting of the SGA.
Section 2. If the Vice-President or Secretary resigns, is otherwise unable to serve, or in the event of impeachment, replacement of the position becomes the responsibility of the President. Once the President nominates an individual, the nominee must receive at least two-thirds vote of the Executive Board to be confirmed.
Section 3. If the President’s position becomes vacant, the Vice-President assumes the Presidency and follows the procedure as outlined in Article IIa. Section 2 of these By-Laws.
Section 4. If the Treasurer’s position becomes vacant the President must consult with the members of the Finance Committee if one exist, and nominate one of those individuals. The nominee must receive a two-thirds vote of the Executive Board to be confirmed.
Section 5. If all positions become vacant, an open Election will be held as defined in Article II.
A. There will be one (1) week of campaigning in lieu of the usual two (2) week campaigning.
B. Interim Elections will require a petition of 25 student signatures in lieu of the usual 50.
Section 6. If an individual runs unopposed for any officer position, the individual will automatically be named for that position without an election.

Article III
Meetings

Section 1. Regular Meetings
A. Regular SGA meetings must take place, a minimum of every two (2) weeks.
B. Any student or staff member of Gateway Community College may attend an SGA meeting.
C. Non-Members, faculty, and staff will be recognized to speak provided their name is placed on the agenda prior to the meeting.

Section 2. Special Meetings
Special meetings with special agendas may be called as deemed necessary by the President or by majority of the SGA voting members.

Section 3. Quorum
A. Quorum shall consist of fifty (50) percent plus one of the Executive Council of the SGA.
B. Quorum must be present throughout the meeting to conduct business unless absent member has cast their vote by proxy.
** Official proxy form must be in the hands of the SGA Secretary**
C. No quorum is necessary for adjournment.

Article IV
Committees

Section 1. Finance Committee
A. The Finance Committee shall consist of seven to twelve (7-12) members, and will be chaired by the SGA Treasurer.
B. Members must be in good standing with the college.
C. Committee Members are selected through an application process conducted by the SGA Treasurer.
D. Upon completion of the application process, the Treasurer must nominate selected individuals to the Executive Board. To be confirmed, nominees must receive a majority vote of the Executive Board.
E. The Finance Committee must uphold the SGA Constitution and its By-Laws, the Student Activity Fund Guidelines, and forfeit their voting privileges with regard to financial matters if they are a member of the club or organization in question.

Section 2. Election Committee
A. The Election Committee is responsible for coordinating Officer Elections and is chaired by the SGA President.
B. The Election Committee shall be appointed no later than the third week of February.
C. The Election Committee must uphold the Constitution and its By-Laws, and follow the guidelines of said documents in conducting its business.
D. Committee members are nominated by the President and confirmed with a majority vote of the Executive Council.

Section 3. Campus Activities Board (CAB)
A. CAB shall be comprised of students whose responsibility will be to program student activities throughout the year.
B. An appointment will be made by the SGA President as to who will chair the Campus Activities Board based on the Recommendation of the Director of Student Leadership Programs & Activities.
C. All proposed activities shall meet the requirements set forth by the Student Activity Fund.

Section 4. Food Service Committee
The food service committee shall be comprised of students who are interested in the campus food service and vending. The committee shall meet no less than once [1] per month, and the SGA Secretary shall serve as the Chair. Ex-officio Members may include Dean of Administration and Director/Owner of Food Service.

Section 5. The President may appoint ad hoc committees as deemed necessary with a majority vote of those voting members present.

Section 6. Any fee paying student is eligible to serve the SGA on ad hoc committees as deemed necessary.

Section 7. Campus Wide Committees
Student representatives to any and all campus wide committee or task forces must be formally nominated and confirmed by the Student Government Association with the exception of the GCC Foundation which the SGA President sits on as a voting member.

Article V
Recognition of Clubs and Organizations

Section 1. How to Establish a New Club or Organization
A. Discuss the proposed organization with the Executive Officers under the advisement of the Director of Student Leadership Programs and Activities.
B. Obtain and complete a New Student Organization Packet found in the Office of Student Activities and Leadership Programs or Student Government Office, and available at SGA meetings.
C. Choose an Advisor.
   1. Advisors must be a full time staff or faculty member at the college.
   2. All Clubs and Student Organizations must vote to nominate a full time faculty/staff member to be their primary Advisor on a yearly basis.
   3. The club is to then submit an Advisor Nomination Form to the SGA Executive Board. In consultation with the Director of Student Leadership Programs & Activities the SGA Executive Board will confirm the nomination with a unanimous vote or deny with due cause.
   4. Advisors must participate in the Student Organization Advisor training on a yearly basis prior to beginning their term as a Club Advisor.
   5. Advisors must uphold all club policies and procedures as outlined in the Student Organization Guidelines.
   6. Advisors will be required to uphold and sign the Advisor Nomination and Agreement Form on a yearly basis.
D. Write a Club Constitution stating the purpose of the club/organization and list the goals and objectives.
E. Submit the completed New Student Organization Packet to the Office of Student Activities and Leadership Programs. At least three (3) weeks is required for review and processing.
F. The SGA President and Director of Student Leadership Programs and Activities will review the information to ensure that it meets the necessary requirements.
G. If the minimum requirements are met, the application will be submitted to the voting body of the SGA for consideration and a vote.

H. Clubs and Organizations will be recognized as a result of a majority vote in favor of the entire body of the SGA.

Article VI

Clubs and Organizations Funding Requests

Section 1. For all matters dealing with the funding procedures, and allowable expenditures and disbursements from the Student Activity Fund, please refer to the SGA Student Activity Fund Guidelines.

Section 2. In an emergency, the SGA Budget may be amended with the approval of the Director of Student Leadership Programs and Activities.

Section 3. The Director of Student Leadership Programs and Activities and/or the Dean of Students reserve the right to reject a Payment Voucher that is deemed to be an inappropriate or unauthorized expenditure of the Student Activity Fund.

Article VII

Impeachment

Section 1. If any Executive Officer or Senator fails to fulfill the duties of his/her office, he/she may be removed through the following procedure:
A. A special meeting of the Executive Council** must be called with an agenda dealing solely with the issue of impeachment.
B. The Chair (President) may appoint an individual to preside over the impeachment hearing in his/her place if he/she feels they cannot remain objective.
C. The person in question will have an opportunity to respond to all charges before the Executive Council,** and may invite a staff or faculty member to advise them through the process.
D. Quorum for impeachment shall be one hundred percent (100%) of the Executive Council**
E. A three-fourths (3/4) vote of the Executive Council** shall be necessary for impeachment to occur and the officer or Senator to be removed from office.
F. During the summer term the SGA/Executive Council shall consist of the Executive Board & the Campus Activities Board Senator.

Article VIII

Amendments

Section 1. Any activity fee paying student may submit an Amendment to this document in writing to the SGA Officers. The Amendment must be passed with no less then two thirds [2/3] of the attending voting membership voting in favor of the Amendment after it has been discussed at no less then two SGA meetings.

**If Senate has not convened throughout the year, the Executive Officers & CAB Senator shall replace the Executive Council**