

Student Government Association

The student body of Wor-Wic Community College, deriving our authority from the College Board of Trustees and our governance from this Constitution, do hereby establish the Student Government Association of Wor-Wic Community College which shall act on behalf of the student body by providing leadership, guidance, and serve as a liaison between the student body and the administration for an enriching student experience.

ARTICLE 1 - NAME

This organization shall be known as the Wor-Wic Community College Student Government Association (SGA).

ARTICLE II - PURPOSE

The Student Government Association, recognizing the final authority of the Board of Trustees in matters of governance of the College, has as its purposes:

- to provide a forum for the expression of student views on issues that affect them
- to promote the development of leadership skills for all students
- to develop and fund social, cultural, and educational programming in collaboration with the Office of Student Engagement
- to serve as a line of communication between students and the administration
- to act as a liaison to the College community on behalf of the student body
- to perpetuate student involvement in college activities
- to demonstrate leadership, honesty, loyalty, and integrity by its actions
- to provide student representation on designated Wor-Wic Community College committees
- to address the needs, problems, and concerns of the student body to the College Council through the SGA President
- to oversee and support the development of new student clubs and organizations
- to ensure that all student clubs and organizations adhere to College policies and guidelines
- to allocate funds generated by the collection of student activities fees to active and approved campus clubs and organizations for the benefit of member development through programming and activities

ARTICLE III - MEMBERSHIP

Section 1- Membership of the Student Government Association, herein referred to as SGA, shall consist of all students enrolled in at least one credit course at the college during the semester of participation.

Section 2- Each SGA officially recognized club/organization shall appoint a representative of the club/organization to the Student Government Association.

Section 3- Each SGA officially recognized club/organization shall appoint a replacement when their SGA representative is removed from membership or is no longer able to attend SGA meetings.

Section 4- The Director of Student Engagement shall serve as the SGA advisor.

ARTICLE IV - RIGHTS

Section 1 - All members may participate in general body meetings of the SGA and may cast a vote in the election of the SGA executive committee (president, vice-president, secretary, and treasurer).

Section 2 - The SGA advisor shall be fully informed of and involved in all SGA-sponsored activities. Since the SGA is a restricted democracy, the advisor has final veto power in all SGA affairs, which is to be enacted when members of the SGA general membership and/or executive board transgress reasonable boundaries.

ARTICLE V - EXECUTIVE COMMITTEE

Section 1 - Officers

The Executive Officers of the Student Government Association shall be a President, Vice-President, Secretary, and Treasurer.

Section 2 - Eligibility

To qualify as a candidate for an executive committee position, the student must meet the following requirements:

- Committed to serving a full consecutive year beginning June 1 and ending May 31
- Be enrolled in at least nine (9) credit hours of face-to-face or virtual classes
- Have a cumulative GPA of at least 3.0
- Be in good standing with the college
- Be willing to meet with the SGA Advisor and Dean of Enrollment Management and Student Services before submitting the election packet

Section 3 - Officer Duties

A. President:

- a. Schedule and preside at all general body and executive committee meetings with a maximum of two (2) general meetings each month.

- b. Prepare an agenda for each meeting with input from the advisor at least forty-eight (48) hours before a scheduled meeting.
- c. Collaborate with the advisor to prepare the monthly College Council report at least 72 hours before the scheduled meeting.
- d. Chair the SGA meetings.
- e. Volunteer at least once per month in the campus food pantry and during all food distribution events, ie, turkey distributions.

B. Vice-President

- a. Assist the President in carrying out the duties of that position.
- b. Assume all responsibilities of the president in his/her absence.
- c. Assume the office of president in the event the president resigns or is removed from office.
- d. Volunteer at least once per month in the campus food pantry and during all food distribution events, ie, turkey distributions.

C. Secretary

- a. Maintain the official minutes of each general SGA and executive committee meeting and see that copies are distributed to members and club advisors before the next meeting.
- b. Maintain all correspondence of the organization.
- c. Create and maintain a binder of all activities and events held on campus which are sponsored by the SGA executive committee.
- d. Volunteer at least once per month in the campus food pantry and during all food distribution events, ie, turkey distributions.

D. Treasurer

- a. Notify all clubs and organizations by April 30th of the June 1 deadline for a request of funds for the following academic year.
- b. Maintain all financial records for the SGA and coordinate through the cashier's office the monetary receipts and deposits of the SGA.
- c. File a copy of the fundraising deposit form along with a cashier's receipt from all active SGA clubs and organizations in the Office of Student Engagement.
- d. At each regular meeting, report on the fundraising efforts of any SGA club or organization.
- e. Volunteer at least once per month in the campus food pantry and during all food distribution events, ie, turkey distributions.

Section 4 - Term of Office

The term of office for each officer shall be 12 months, beginning June 1 of each year and ending May 31.

Section 5 - Removal from Office

- The SGA President may only be removed from office with cause by a motion and $\frac{2}{3}$ vote of the Executive Committee at an official Executive SGA meeting, overseen by the SGA's advisor.
- Other Executive Committee members may be dismissed by a motion from any Executive Committee member and a $\frac{3}{4}$ vote of the SGA Executive Committee; the president shall work under the advisement of the SGA advisor when initiating these proceedings. Appeals to the decision should be submitted to the Dean of Enrollment Management and Student Services within two weeks of dismissal.
- Dereliction of duty and misuse of the office shall constitute grounds for immediate removal from office.
- Any executive officer who is not enrolled in at least nine (9) credit hours shall be deemed ineligible to remain in that office.
- Any executive officer whose cumulative GPA falls below 2.5 shall be deemed ineligible to remain in that office.
- The SGA advisor may with discretion and cause execute authority to terminate any executive officer who does not remain in good standing with the College, is derelict in their duties, or who is wanton and reckless in their regard for the safety of themselves, others, or which will put the College in a bad light.

Section 6 - Elections

- A. Any student who wishes to become a candidate for a position on the Executive Committee must file an application, unofficial transcript, and petition with 25 student names and signatures with the SGA Advisor no later than the close of business on March 31.
- B. The SGA Advisor will convene a student panel consisting of at least five (5) representatives from the SGA officially recognized clubs or organizations to serve on an Election Committee. The Election Committee serves to affirm the eligibility and qualifications of each candidate. All officially recognized clubs and organizations are asked to designate a representative to serve on the Election Committee.
- C. Each candidate will have the opportunity to interview privately with the Election Committee during the first week of April each year. An identical set of questions will be asked of each candidate.
- D. After all candidates are interviewed and committee members discuss the candidates' skills and qualifications, the candidates shall present themselves to the student body through a town hall meeting.

- E. Ballot voting will be conducted beginning the second full week of April each year.
- F. The winner of each position will be determined by a majority vote of the student body. Each candidate must select a poll watcher to verify counting the ballots and affirm the outcome of the election.
- G. The official announcement of new officers shall take place the first business day following the election.
- H. In the event of a tie, the Director of Student Engagement and Dean of Enrollment Management and Student Services will cast a vote for the preferred candidate(s).
- I. If an SGA Executive Committee position is not filled during the election process, the advisor shall have the authority to appoint a student to fill the open position before the fourth week in April.
- J. Executive Committee Officers must reapply each year for their same position or a different position.

Section 7 - Executive Committee Position Vacancies

- A. If the president's position becomes vacant, the vice president has the right of succession into that position.
- B. If the vice-president's position becomes vacant, the secretary has the right of succession into that position.
- C. If the secretary's position becomes vacant, the treasurer has the right of succession into that position.
- D. If the treasurer's position becomes vacant, the secretary shall fulfill the duties of both positions if the vacancy occurs during the spring semester.

If the vacancy occurs during the fall semester:

- a. Any currently enrolled student who wishes to become a candidate for the treasurer position and meets the criteria for office must file notice with the SGA Advisor and apply and submit an unofficial transcript for consideration.
- b. The Student Government Association advisor and executive committee will interview the candidate(s) to select a replacement for the position.

Section 8 - Officer Compensation

The executive committee, which consists of the president, vice-president, secretary, and treasurer shall receive compensation at the current minimum wage rate and shall not be compensated for

more than twenty (20) hours in any one week. Any hours worked more than twenty (20) must be approved by the advisor. All hours worked must be approved by the advisor. The wage for these officers will be funded from the SGA budget.

ARTICLE VI - GENERAL BODY MEETINGS

Section 1- The SGA shall hold bi-monthly meetings. The day and time of the meetings will be announced at the beginning of each semester and posted on the college calendar, the SGA calendar, and on a sign in the Club's Room. Paper copies of the meeting dates will be distributed throughout the college campus.

Section 2 - Meetings may be canceled by the advisor with at least 24 hours prior notice.

Section 3 - Any group of ten or more currently enrolled students may petition the SGA president and SGA advisor to call a special meeting of the SGA. Such a petition must be in writing and must state specifically the reason(s) for the request. The SGA President shall submit the request to the Executive Committee which shall approve or disapprove the petition. The primary petitioner will receive written notice of their decision within ten (10) business days of receipt of the petition. The special meeting date will be established by the SGA advisor. Notice shall be emailed to anyone named in the petition of the special meeting and its stakeholders.

Section 4 - General Meetings of the organization shall be open to the entire college community.

Section 5 - A quorum (which shall consist of the 4 Executive SGA officers and at least 2 present SGA members) shall constitute a majority of the SGA.

Section 6 - Attendance at all general SGA meetings is required by the Executive Committee, the SGA advisor, and at least one representative from each club or organization that receives funding from the SGA. The representative may be the club's advisor or another member of the club; it does not have to be a member of the club's executive committee. The representative may not be an SGA executive committee officer. A member of more than one club may not serve as the SGA Representative for each club in which he/she is a member.

ARTICLE VII - COMMITTEES

Special committees may be appointed at the discretion of the SGA Executive Committee. Interested at-large students may serve as committee members and be appointed to a committee at their discretion.

Section 1 -- The Safety Committee Student Representative shall:

- Be the SGA President
- Record accurate minutes of the Safety Committee meetings
- Report the minutes of the Safety Committee to the SGA general body
- Represent the student body and ensure that students' voices are being heard during Safety Committee meetings.

Section 2 -- The Emergency Relief Fund Committee Student Representative shall:

- Be the SGA President
- Be the SGA Vice-President
- Vote for the approval or disapproval of all emergency relief fund applications that are presented to the committee

Section 3 -- The Social Engagement Committee Student Representative shall:

- Be the SGA Secretary
- Be the SGA Treasurer
- May organize events and activities in collaboration with the director of student engagement and the SGA executive committee
- Be responsible for creating, disseminating, and/or posting all SGA publications and publicity, such as flyers and posters, and for setting up and dismantling all events and activities, and removing outdated flyers and marketing materials from display boards, doors, and windows.

Section 4 -- The Cultural Diversity Committee Student Representative shall:

- Be an at-large student
- Record accurate minutes of the Cultural Diversity Committee meetings
- Report the minutes of the Cultural Diversity Committee to the SGA general body
- Represent the student body and ensure that students' voices are being heard during Cultural Diversity Committee meetings

ARTICLE VIII - AMENDMENTS

This Constitution may be amended by a majority vote of those present at an SGA general meeting, provided that advance written notice to the members of the organization has been given four (4) weeks in advance thereof. Amendments shall become effective the first day of the month following an approved vote by the Board of Trustees.

ARTICLE IX - BYLAWS

The organization may enact bylaws for its governance consistent with the provisions of this Constitution. These may be adopted or amended by a simple majority vote of students present at the open meeting of the Student Government Association, provided that advance written notice to the members of the organization has been given two (2) weeks in advance thereof. However, no bylaws or amendments to the bylaws shall become effective until and unless approved by the Vice-President for Enrollment Management and Student Services.

Section 1 -- Student Club or Organization Recognition

The Student Club or Organization Recognition Policy is established to acknowledge organizations as concerned groups created to effectively promote student involvement in areas of governance and activities.

- Any student group which is officially recognized by the SGA is considered a fully integrated segment of the college community, established for the benefit and continued growth of the entire student body, and is granted certain rights, responsibilities, and privileges. Only officially recognized clubs or organizations are eligible for SGA funding support.
- Official recognition by the College grants the club or organization certain privileges, subject to college procedures and regulations.
 - These privileges are:
 - the use of college services and facilities rent-free for approved, scheduled activities;
 - the right to publicize events on campus;
 - the right to request a budget allocation from SGA; and
 - the right to establish money-raising projects within the limits of college rules and regulations, subject to prior approval of the SGA advisor.

Section 2 -- Criteria for Recognizing New Clubs or Organizations

- A. To obtain official recognition as a campus organization and to receive the rights and privileges accrued to such groups and to maintain such status, an organization must submit to the Wor-Wic Student Government Association the following information:
 - a. New club or organization application
 - b. The signatures of at least seven (7) students who are interested in forming the new club or organization

- c. The signature of the faculty or staff member who will serve as the club or organization's advisor
 - d. A copy of the new club or organization's constitution and by-laws
 - e. A list of proposed executive officers
 - f. A list of proposed activities
- B. The full rights and privileges of membership in any campus club or organization must be available to all activity fee-paying students, regardless of age, sex, race, color, religion, national origin, handicap, sexual orientation, and covered veteran status.

Section 3 -- Procedures

- A. Representatives of an organization desiring recognition must submit to the SGA Advisor the items detailed under Section 2 (Criteria) and request, in writing by memorandum, a place on the SGA agenda to be recognized by the SGA.
- B. After certifying that all the required information has been received and criteria met, the SGA Advisor will submit, within two weeks, the application for recognition to the SGA President.
- C. The SGA President will inform the SGA Executive Committee of the request and schedule the request for consideration at the next general body meeting of the SGA.
- D. The advisor, club president, and vice-president of the requesting organization must be present at the aforementioned meeting for the request to be considered.
- E. Any organization whose purposes are compatible with the philosophy of Wor-Wic Community College and who comply with this recognition policy shall be granted college recognition by a majority vote of SGA.
- F. All recognized organizations receiving SGA funding must appoint a member to serve on the SGA.
- G. The names and officers of the club or organization shall be submitted annually to the director of student engagement.
- H. A copy of the new club or organization's application file shall be signed by the SGA President, indicating the approved or disapproved vote of the SGA general body, and forwarded to the Dean of Enrollment Management and Student Services.

- I. The Dean of Enrollment Management and Student Services will forward all approved applications to the vice-president of enrollment management and student services, who will present the application for final approval by the Board of Trustees during their next scheduled meeting.

Section 4 -- Appeals and Withdrawals

A. Appeals

- a. The appeal of a negative decision by the SGA affecting an organization's recognition or renewal may be filed by the organization with the Director of Student Engagement. The appeal will be heard by the Appeals Committee, which will be composed of the SGA president, the SGA Advisor, the Dean of Enrollment Management and Student Services, and the Director of Student Engagement, who shall serve as chair.
- b. Upon receipt of the appeal, the SGA Advisor shall convene a meeting of the Appeals Committee and the advisor and president of the organization seeking recognition to hear the appeal.
- c. Following a decision, the Director of Student Engagement shall send a written memorandum to the president of the proposed organization informing him/her of the Appeals Committees' decision. A copy of this memorandum shall also be sent to the SGA Advisor and the Dean of Enrollment Management and Student Services.
- d. This decision will be final.

B. Withdrawal of Recognition

- a. Objections to the continued recognition of a club or organization may be filed in writing with the SGA President and SGA Advisor by the club's advisor or any member of the club's executive committee, with the club's advisor being made aware and supporting the discontinued recognition of the club or organization.
- b. The grounds for objection shall be limited to the failure of the organization to maintain the conditions for recognition or the failure of the organization to adhere to its constitution or by-laws.
- c. Upon receipt of the objections, the SGA Executive Committee shall consider the matter at the next meeting of the SGA. The SGA secretary shall inform the

organization in question, in writing, of the meeting so that all interested parties may attend.

- d. The SGA shall decide whether to continue recognition by a majority vote of members present at the meeting. Following a decision, a memorandum shall be sent to the President and Advisor of the student organization informing them of the decision.
- e. An appeal by the organization in question, of the SGA decision, may be made following the same procedures listed in Section 4. A (Appeals).

Section 5 -- Renewal

- A. Before June 1 of each year, all recognized clubs/organizations shall submit to the director of student engagement the following information:
 - a. A list of proposed changes to their constitution.
 - b. A list of tentatively planned activities for the next academic year.
 - c. A list of the organizations' officers and the officers-elect where appropriate.
 - d. The name of the faculty or staff advisor.
 - e. Planned service and fundraising activities for the fall semester.
 - f. Established clubs need to submit their budget request by June 1 for the forthcoming academic year. Failure to meet these two requests may suspend the organization's recognition rendering the club inactive.
- B. If a club or organization fails to meet the June 1 deadline, suspension of the organization's recognition may result, and the organization may be considered inactive. The organization may be recognized subsequently upon the completion of the above procedure.
- C. If anyone should object to the renewal of recognition, the procedure for withdrawal detailed herein shall be observed.

Section 6 -- Inactive Student Organizations

- A. The Student Government Association Executive Committee, including the SGA advisor and Dean of Enrollment Management and Student Services, may declare an organization obsolete after one academic year in an inactive status. The definition of inactivity may include, but is not limited to, repeated cancellations of regularly scheduled meetings, failure to meet deadlines, failure to submit the club's annual renewal documents, no

active membership, failure to attend scheduled meetings of the general body of the SGA, and a failure to submit information regarding any meetings held such as attendance records and meeting minutes.

- B. An inactive club or organization will lose its recognition as a Wor-Wic Community College club.
- C. An inactive club or organization shall have its college website, catalog, and policy manual presence hidden from the general student population.
- D. Funds accrued in the accounts of inactive clubs or organizations will be transferred to the general student fund.

Section 7- Reactivating Student Organizations

A student organization that has been declared inactive or has had its recognition revoked must complete the entire recognition procedure again to be recognized (Article IX, Section 2, and Section 3).

ARTICLE X--FISCAL RESPONSIBILITY

Section 1 -- Allocation of Student Fees

- A. The Student Government Association (SGA) is charged with the overall responsibility of the allocation and disbursement of student activity fees. Each active campus club or organization must present a budget request to the Director of Student Engagement no later than June 1 of each year. The director of student engagement will call a meeting of the SGA Executive Committee to review each budget application and receive recommendations for the approval or denial of each application. The amount of money to be allocated to each club or organization is contingent upon whether the money is available from the Student Activity Fees. The amount of the allocation is also based on past budget requests and the appropriate use of the funds by the club that is making the request. The director of student engagement holds the final authority in the amount allocated to each club.
- B. If the SGA has questions regarding a club or organization's budget request, the club or organization's officers and/or advisor may be required to meet with the SGA Executive Committee and the director of student engagement.

- C. Once all the applications have been reviewed and a recommendation provided, the Director of Student Engagement will submit the budget to the assistant director of finance in the college business office. All questions regarding the budgets of each club should be directed to the director of student engagement. The director of student engagement holds the final authority in the amount allocated to each club.

Section 2 -- Fiscal Principles

- A. Membership must be open to all activity fee-paying students enrolled at Wor-Wic Community College for any club financed through the SGA; all club/organizational meetings must also be open to all enrolled activity fee-paying WWCC students.
- B. Student activity fee funds will be allocated to active clubs that have submitted a budget request form for the year in which the money will be used.
- C. Any club or organization receiving funds from an external source, such as fundraising or gift, must deposit those funds into the proper student activity account through the college's cashier's office. The Office of Student Engagement must be made aware of the funds so that a record may be maintained in the club/organization's file.
- D. Clubs/Organizations are eligible for an allocation from the student fund only if its membership or philosophy does not discriminate concerning age, sex, handicap, race, color, religion, sexual orientation, national origin, or covered veteran status.
- E. All budget requests must be submitted and utilized according to the line items outlined in the budget application.
- F. The SGA Club/Organization budget will be submitted to the Director of Student Engagement for approval. The budget will then be submitted to the Dean of Enrollment Management and Student Services for final approval.
- G. Allocation of funds will be from July 1 through June 30. Clubs will submit specific budgets by June 1.
- H. Each organization receiving funds will be expected to maintain clear records of its expenditures.
- I. No person using, or expending student funds shall have any financial interest in or derive any profit from any contract or purchases from such accounts.

- J. The SGA Advisor in conjunction with the SGA Executive Committee will be responsible for the administration and implementation of budget allocations and policies.
- K. Organizations submitting late budget requests will be assigned low priority in funding decisions.
- L. After consultation with the Executive Committee, the Director of Student Engagement, upon recommendation by the Vice-President for Enrollment Management and Student Services of Wor-Wic Community College and approval by the college's Board of Trustees, SGA funds may be utilized for purposes outlined in the budget requests during periods of declared financial exigency.

Section 3 -- Club/Organization Request for Funding Procedure

- A. Any SGA recognized student organization may request funds from the SGA provided that the following conditions are met:
 - a. The club/organization has submitted to the director of student engagement its name, a proposed or updated constitution, statement of club's purpose, list of current officers, name of advisor, and projected number of participants in the organization
 - b. The request for funds has been submitted to the director of student engagement on or before June 1, so that the budget request may be reviewed and approved by the SGA Executive Committee.
 - c. The request has been itemized on the budget request form provided by the director of student engagement.
 - d. The event is open to the entire campus community and free to WWCC students
 - e. If any club/organization is having an event in which contract approval, insurance, prepayment, or speaker honorarium is involved, a minimum of 6 weeks is required.
 - f. The request has been indicated on the appropriate budget request form provided by the Office of Student Engagement.
 - g. The activity agrees with the SGA Fiscal Policies.
 - h. The event is advertised on campus at least two weeks before the scheduled event.

Section 4 -- Fiscal Responsibility

- A. Club or organization-sponsored activities which do not conform to SGA policies will not be allowed. Violation of this guideline may subject the club or organization to budgetary penalties.
- B. No SGA funds shall directly be given to an outside non-profit organization whether it be by an SGA-funded club, an SGA branched organization, or the SGA.
- C. The SGA shall not use funding as an incentive to induce or reimburse volunteers to raise funds for external organizations.
- D. Information concerning alleged misuse of funds should be reported to the director of student engagement.
- E. The director of student engagement will send written notices of the alleged irresponsible spending to the organization, the SGA Executive committee, and the Dean of Enrollment Management and Student Services. The director of student engagement, with authorization from the Dean of Enrollment Management and Student Services, shall inform the organization that until the problem is resolved, its budget will be frozen.
- F. The director of student engagement will set a time for a meeting between the organization and the SGA Executive Committee and will notify all those involved.
- G. After reviewing the charges made and hearing the club or organization's response, the SGA Executive Committee and the SGA Advisor will decide whether the expenditure was legitimate and what action will be taken against the organization or the individual.
- H. The organization may appeal the decision to the Dean of Enrollment Management and Student Services who will review the prior decision, alleged violations, and organizational response in consultation with the Vice President for Enrollment Management and Student Services.

Section 5 -- Accounting Guidelines

Wor-Wic Community College is responsible for all funds received and disbursed by the College. Therefore, while the Student Government Association Executive Committee plays a major role in the allocation of student activity fees collected by the college, these funds are assets of the college and the college has ultimate responsibility for the collection and disbursement of those funds. Accordingly, the SGA Executive Committee is required to follow all WWCC accounting procedures relating to the receipt and disbursement of funds.

A. Receipts

- a. Any payments made by students for SGA-sponsored activities should be made by the individual student directly to the college cashier. If that's not possible, any financial receipts collected as a result of an SGA-sponsored organization or event (e.g. off-campus field trip, fundraiser) shall be submitted directly to the SGA

Advisor who will be responsible for submitting them promptly to the college cashier. The appropriate account designation must accompany the receipt.

B. Expenditures/Disbursements

- a. All disbursements shall follow college accounting procedures and shall be properly approved in advance.
- b. All purchase orders shall be approved in advance of committing to vendors by the Director of Student Engagement and the finance department.
- c. Expenditures may only be made against accounts that have a positive budget balance.
- d. SGA will be responsible for complying with any other WWCC accounting procedures.
- e. Students and club advisors will be reimbursed for approved out-of-pocket expenses; approval must be obtained before the expenditure/expense occurring. The approval shall come from the director of student engagement.

Section 6 -- Funding for Club Travel and Leadership Activities

The Student Government Association provides funding for travel to activities that enhance student welfare and leadership. This travel policy shall set forth the criteria, approval process, and obligations for those utilizing SGA allocations for travel funding.

- A. SGA travel funds may only be utilized to pay for transportation, lodging food expenses, and registration fees for permissible activities. Permissible activities shall include: conferences, tours, training sessions, professional meetings (e.g., MHEC), workshops, and/or other travel opportunities that significantly further student development in one or more of the following areas: 1) acquisition of knowledge, 2) application of knowledge, 3) personal or professional values, 4) a sense of community and outreach, 5) critical thinking and problem solving, and 6) communication.
- B. All students who pay the student activity fee are eligible to receive SGA travel funding to attend and/or participate in a program or activity that will enhance their student leadership experience; faculty and staff are eligible to receive SGA travel funding if they are accompanying students as a chaperone or facilitating the activity.
- C. Requests for SGA travel funding must be submitted by a club advisor via the Administrative Leave Form no later than 6 weeks before the date of departure. This form should be submitted to the Purchasing Specialist in the college business office. Requests that do not comply with this timeframe will not be considered. For purposes of planning, SGA recommends submitting requests as soon as possible.

- D. Each request must have a club advisor responsible for organizing the event (ensuring the request's compliance with all SGA policies), maintaining student contact information throughout travel, and disseminating contact information as needed. The advisor should be available to answer questions about the request and is also responsible for providing a planned itinerary, behavioral expectations, and transportation details to all event participants.

ARTICLE XI -- TRAVEL FUNDING APPROVAL PROCESS

Section 1- Travel Request Process

- A. A completed Administrative Leave Request Form should be submitted to either the director of student engagement or the business office purchasing specialist within six weeks of the planned travel.
- B. If the travel form requires additional information or needs to be updated, the trip's advisor will be notified to make the suggested changes. If approved, the trip's advisor will be notified of when the travel funds will be made available. The trip's advisor will then make the travel arrangements per the relevant college travel policies and regulations.
- C. Note: When evaluating travel requests, preference will be given to requests:
 - a. That will have the greatest impact on the student body;
 - b. Which are supported by college units such as offices, faculty, clubs, and organizations.

Section 2- Obligations

- A. All participants are required to engage in the entire itinerary submitted for the participants of the trip.
- B. As recipients of SGA travel funds, the behavior of all participants is expected to comply with the Code of Student Rights, Responsibilities, and Conduct; SGA policies and regulations; and all applicable laws.
- C. Wor-Wic Community College and SGA shall not be liable for any loss, damage, injury, or other consequences resulting to any participant or their property for any reason.
- D. Failure to comply with any requirements maintained in this document may result in either ineligibility for future funding and/or any other available sanctions/remedies available through SGA.