

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 and promoting leadership, guidance, and serve as a liaison between the student body and the administration to create an enriching student experience.

ARTICLE I - 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 & Belonging
- to serve as a line of communication between the student body 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 (1) credit course at the college during the semester of participation.

Section 2- Each SGA club/organization shall appoint a voting representative of the club/organization to the Student Government Association. Representatives will also serve on at least one SGA committee. An alternate representative will also be appointed by each club to serve as a voting member only when the primary representative is unable to attend the SGA meeting. The alternate does not need to serve on an SGA committee.

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

Section 4- The Director of Student Engagement & Belonging 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 board (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 SGA 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 BOARD

Section 1 - Officers

The Executive Board 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 board position, the student must meet the following requirements:

- Committed to serving a full consecutive year beginning June 1st and ending May 31st
- Be enrolled in at least nine (9) credit hours for the upcoming semester of classes (in person or online)
- Have a cumulative GPA of at least 2.5

- Be in good standing with the college
- Must serve at least five (5) hours a week in an official SGA capacity

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 SGA advisor at least forty-eight (48) hours before a scheduled meeting.
- c. Collaborate with the SGA advisor to prepare the monthly College Council report at least 72 hours before the scheduled meeting.
- d. Call a meeting of the executive committee to vote on the application for a new club.
- e. Review and sign all applications for new clubs, in consultation with the Executive Board, and work with the SGA Advisor and Dean of Student Success in the approval process.
- f. Take an active and visible role during all SGA and Student Engagement & Belonging events including but not limited to: Welcome Fins Day, annual Welcome Week, Club Community Days, National Voter Registration Day, ASGA (American Student Government Association) Conference (October), Student Advocacy Day, Student Recognition Ceremony, Commencement, MCCADA Conference, New Student Orientation, and Annual Clubs Retreat.
- g. Collaborate with the executive committee and Office of Student Engagement & Belonging to develop, coordinate, and execute meaningful campus activities and programming.
- h. Represent the SGA or designate a representative to participate in all college and community activities.
- i. Serve on the Safety Committee and report the minutes to the general body during the SGA meeting.
- j. Serve on the Budget Committee
- k. Serve as the official liaison between the SGA and college administration through attendance at scheduled College Council meetings.
- l. Facilitate communication between the various college clubs and organizations and keep the SGA informed of important issues and developments.
- m. Volunteer, at least two hours a week in the campus food pantry and during all food distribution events

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 position of president in the event the president resigns or is removed from office.
- d. Collaborate with the executive committee and Office of Student Engagement & Belonging to develop, coordinate, and execute meaningful campus activities and programming.
- e. Represent the SGA in all college and community activities at the request of the president or advisor.
- f. Take an active and visible role during all SGA and Student Engagement & Belonging events including but not limited to : Welcome Fins Day , annual Welcome Week, Club Community Days, National Voter Registration Day, ASGA (American Student Government Association) Conference (October), Student Advocacy Day, Student Recognition Ceremony, Commencement, MCCADA Conference, New Student Orientation, and Annual Clubs Retreat.
- g. Serve on the Food Service Committee and report the minutes to the general body during the SGA general meeting.
- h. Volunteer at least 2 hours per week in the campus food pantry and during all food distribution events

C. Secretary

- a. Maintain the official minutes of each general SGA and executive committee meeting. Email meeting agenda to the SGA advisor, for approval within 48 hours of each meeting.
- b. Distribute approved minutes to all SGA members and club advisors within three business days, after each meeting.
- c. Maintain all correspondence of the organization.
- d. Responsible for campus flyer management including posting flyers and removing all old flyers. Be informed of all activities and events of the campus clubs and organizations.
- e. Maintain current and accurate records of minutes and attendance of the organization.
- f. Assist the President in preparing the agenda for the SGA meetings.
- g. Represent the SGA in all college and community activities at the request of the president or advisor.
- h. Take an active and visible role during all SGA and Student Engagement & Belonging events including but not limited to : Welcome Fins Day , annual Welcome Week, Club Community Days, National Voter Registration Day, ASGA (American Student Government Association) Conference (October), Student Advocacy Day, Student Recognition Ceremony, Commencement, MCCADA Conference, New Student Orientation, and Annual Clubs Retreat.

- i. Collaborate with the executive committee and Office of Student Engagement & Belonging to develop, coordinate, and execute meaningful campus activities and programming.
- j. Volunteer at least two hours per week in the campus food pantry and during all food distribution events.

D. Treasurer

- a. Notify all clubs and organizations by April 1st of the May 31st deadline for a request of funds for the following academic year.
- b. Maintain all financial records for the SGA and coordinate through the Office of Student Engagement & Belonging office with 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. Represent the SGA in all college and community activities at the request of the president or advisor.
- e. Take an active and visible role during all SGA and Student Engagement & Belonging events including but not limited to : Welcome Fins Day , annual Welcome Week, Club Community Days, National Voter Registration Day, ASGA (American Student Government Association) Conference (October), Student Advocacy Day, Student Recognition Ceremony, Commencement, MCCADA Conference, New Student Orientation, and Annual Clubs Retreat.
- f. Collaborate with the executive board and Office of Student Engagement & Belonging to develop, coordinate, and execute meaningful campus activities and programming.
- g. Collaborate with the executive board and SGA advisor to allocate student activities fees to active clubs that have submitted the annual budget application.
- h. Serve on the Budget committee.
- i. Volunteer at least two hours per week in the campus food pantry and during all food distribution events.

Section 4 - Term of Office

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

Section 5 - Removal from Office

- The SGA President may only be removed from office with cause by a motion, $\frac{2}{3}$ vote of the Executive Board, and the SGA Advisor at an official Executive SGA meeting, overseen by the SGA advisor.
- Other Executive Board members may be dismissed by a motion from any Executive Committee member and a $\frac{2}{3}$ vote of the SGA Executive Board; 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 Student Success within two weeks of dismissal.

- Dereliction of duty and misuse of the office shall constitute grounds for immediate removal from the office.
- Any executive officer who is not enrolled in at least nine (9) credit hours or its equivalent 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 at his/her discretion and with cause execute authority to suspend 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.
 - The Executive Officer may appeal to the Dean of Student Success within five (5) days of dismissal. The decision of the Dean of Student Success is final.

Section 6 - Elections

- Any student who wishes to become a candidate for a position on the Executive Board 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 31st or the last Friday of March.
- The Election Committee shall be composed of the SGA Advisor, two (2) SGA Executive Board Members, Coordinator of Student Engagement & Belonging & the Dean of Student Success. The Election Committee serves to affirm the eligibility and qualifications of each candidate.
- Voting will be conducted beginning no later than the third full week of April each year unless it is changed by the Election Committee.
- The winner of each position will be determined by a majority of votes cast of the student body. The official announcement of new officers shall take place within three (3) business days following the election.
- In the event of a tie, there will be a one day run off.
- If an SGA Executive Committee position is not filled during the election process, the SGA advisor shall have the authority to appoint a student to fill the open position based on interested students.
- Executive Board Officers must campaign each year for the same position or a different position.

Section 7 - Executive Board Position Vacancies

- If the president's position becomes vacant, the vice president has the right of succession into that position.
- If the vice-president's position becomes vacant, the secretary has the right of succession into that position.
- If the secretary's position becomes vacant, the treasurer has the right of succession into that position.
- 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 vacant position and meets the criteria for office must file notice with the SGA Advisor to apply and submit an unofficial transcript for consideration.
 - b. The Student Government Association Advisor and Dean of Student Success will interview the candidate(s) to select a replacement for the position with at least one remaining Executive Board member

Section 8 – Officer Compensation

The executive board, 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. All hours worked must be approved and tracked by the SGA advisor or OSBE designee. This will be funded by the SGA budget.

ARTICLE VI - GENERAL BODY MEETINGS

Section 1

The SGA shall hold 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. Additional notification will be sent via the Student Engagement & Belonging email box.

Section 2

Meetings may be canceled by the SGA advisor with at least 24 hours prior notice.

Section 3

Any group of ten (10) 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 Board 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 the voting SGA members, anyone named in the petition of the special meeting, and its stakeholders.

Section 4

Attendance at all general SGA general body meetings is required by the Executive Board, the SGA advisor, and at least one (1) appointed voting representative from each club or organization that receives funding from the SGA. The representative may be the club's president, vice-president or another member of the club; it does not have to be a member of the club's executive board. The representative may not be an SGA executive board officer. A member of more than one (1) club may not serve as the SGA Representative for each club in which he/she is a member.

Section 5

General Meetings of the organization shall be open to the entire student body.

Section 6

A quorum will consist of 1/3 of the general student government voting body. The general student government voting body consists of three (3) executive officers and one (1) student representative from each recognized club in good standing. The SGA President only votes in the case of a tie.

ARTICLE VII - COMMITTEES

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

Section 1

The Safety Committee Student Representative(s) 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 Social Engagement Committee Student Representative(s) shall:

- Be the SGA VP
- Be the SGA Treasurer
- May organize events and activities in collaboration with the Director of Student Engagement & Belonging 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 3

The Social, Educational, Cultural Committee (or its equivalent) Student Representative(s) shall:

Be an at-large student

- Record accurate minutes of the Social, Educational Cultural Committee meetings
- Report the minutes of the Social, Educational Cultural Committee to the SGA general body
- Represent the student body and ensure that students' voices are being heard during Social, Educational Cultural Committee meetings

Article VIII - Amendments

This Constitution may be amended by a majority vote of SGA general student government voting body at a 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 on 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 general student government voting body 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 Student Affairs.

Section 1 - Student Club or Organization Recognition

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

- Any student group or organization 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:
 - A. the use of college services and facilities rent-free for approved, scheduled activities;
 - B. the right to publicize events on campus;
 - C. the right to request a budget allocation from SGA; and
 - D. The right to establish money-raising projects within the limits of college rules and regulations, subject to prior approval of the SGA advisor.
- To remain in good status, a club must submit:
 - a. The members' names and officers of the club or organization annually to the SGA Advisor and/or Director of Student Engagement & Belonging. If membership changes, updates must be submitted at the beginning of each semester.
 - b. All recognized organizations receiving SGA funding must appoint a representative to serve in the SGA general student government voting body.
 - c. Name of serving advisor
 - d. Complete a service and/or community project, annually
 - e. Be represented at least two (2) SGA meetings a semester
 - f. Failure to remain in good standing may initiate a suspension of activities and funding until further review.

Section 2 -- Criteria for Recognizing New Clubs or Organizations

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: New club or organization application (new club must be unique and different from already existing clubs).

- The signatures of at least ten (10) current students who are interested in forming a new club or organization. Students must be in good standing and have at least a 2.0 GPA. Only Wor-Wic Community College students are permitted to be part of a recognized student club or organization.
- The signature of the faculty or staff member who will serve as the club or organization's advisor
- A copy of the new club or organization's constitution and by-laws, which must be aligned with and cannot supersede the SGA Constitution and By-laws
- A list of proposed executive officers
- A list of proposed activities
- The SGA is nonpartisan and recognizes student organizations organized around political ideas and parties—including College Democrats and College Republicans—on a viewpoint-neutral basis.
- The SGA will not recognize, fund, or permit use of College resources by any group that is formally affiliated with, directed by, or registered as a committee for a specific candidate or campaign; and no recognized organization may use student-fee funds or College channels to endorse, fundraise for, or campaign for a candidate. 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

- 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.
- After certifying that all the required information has been received and criteria met, the SGA Advisor will submit, within two (2) weeks, the application for recognition to the SGA President.
- The SGA President will inform the SGA Executive Board of the request and schedule the request for consideration at the next general body meeting of the SGA.
- The SGA advisor, club president, and vice-president of the requesting organization must be present at the meeting for the request to be considered.
- Any organization whose purposes are compatible with the philosophy of Wor-Wic Community College and who complies with this recognition policy by a majority vote of an official SGA meeting with quorum, shall be moved forward to the next steps

All recognized organizations receiving SGA funding must appoint a member to serve on the SGA.

- The names and officers of the club or organization shall be submitted annually to the SGA Advisor and/or Director of Student Engagement & Belonging.
- 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 SGA Advisor and/or Director of Student Engagement & Belonging and the Dean of Student Success.
- The Dean of Student Success will forward all approved applications to the Vice President of Student Affairs, who will present the application for final approval by the Vice President of Student Affairs in consultation with the College President, during their next scheduled meeting.

Section 4 -- Appeals and Withdrawals

Appeals

- 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 & Belonging. The appeal will be heard by the Appeals Committee, which will be composed of the SGA president, the SGA Advisor (who will serve as chair) , the Dean of Student Success. Upon receipt of the appeal, the SGA Advisor shall convene a meeting of the Appeals Committee and the SGA advisor and president of the organization seeking recognition to hear the appeal.
- Following a decision, the SGA Advisor 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 Dean of Student Success.
- This decision will be final.

Withdrawal of Recognition

- 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.

- 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.
- Upon receipt of the objections, the SGA Executive Board 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.
- 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.
- 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

No later than May 1st of each year, all recognized clubs/organizations shall submit to the Director of Student Engagement & Belonging the following information:

- A list of proposed changes to their constitution (if any).
- A list of tentatively planned activities for the next academic year.
- A list of the organizations' officers and the officers-elect where appropriate.
- The name of the faculty or staff advisor(s).
- Planned service and fundraising activities for the academic year.
- Established clubs need to submit their budget request by May 31st for the forthcoming academic year. Failure to meet these requests may suspend the organization's recognition, rendering the club inactive.

If a club or organization fails to meet the May 1st deadline, suspension of the organization's recognition may result, and the organization may be considered inactive. The organization may be recognized subsequently upon completion of the above procedure.

Section 6 -- Inactive Student Organizations

The Student Government Association Executive Board including the SGA advisor and Dean of Student Success may declare an organization inactive after one (1) 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.

- An inactive club or organization will lose its recognition as a Wor-Wic Community College Club.
- An inactive club or organization shall have its college website, catalog, and policy manual presence hidden from the general student population.
- 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

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 & Belonging no later than May 1st of each year. The Director of Student Engagement & Belonging will call a meeting of the SGA Budget 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.

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 Budget Committee and the Director of Student Engagement & Belonging.

Once all the applications have been reviewed and a recommendation provided, the Director of Student Engagement & Belonging 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 & Belonging. The Director of Student Engagement & Belonging holds the final authority in the amount allocated to each club.

Section 2 -- Fiscal Principles

Club/organizational 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 Wor-Wic Community College students.

Student activity fee funds will be allocated to active clubs, in good standing, that have submitted a budget request form for the year in which the money will be used.

Any club or organization receiving funds from an external source, such as fundraising or gifts, must deposit those funds into the proper student activity account to the college's cashier's office through the Office of Student Engagement & Belonging. The Office of Student Engagement & Belonging must be made aware of the funds so that a record may be maintained in the club/organization's file.

All budget requests must be submitted and utilized according to the line items outlined in the budget application.

The SGA Club/Organization budget will be submitted to the Director of Student Engagement & Belonging for initial approval of completion of the form. The budget will then be submitted to the SGA Budget Committee for final approval.

Allocation of funds will be available from August 1st through May 31st unless additional approval has been received. Clubs will submit specific budgets by May 1st.

Each organization receiving funds will be expected to maintain clear records of its expenditures.

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.

The SGA Advisor in conjunction with the SGA Executive Board will be responsible for the administration and implementation of budget allocations and policies.

Organizations submitting late budget requests risk that the review of their budget may result in reduced allocation.

After consultation with the Executive Board, the Director of Student Engagement & Belonging, upon recommendation by the Vice-President for Student Affairs of Wor-Wic Community College 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

Any SGA recognized student club or organization, in good standing, may request funds from the SGA provided that the following conditions are met:

- The club/organization has submitted to the Director of Student Engagement & Belonging its name, a proposed or updated constitution, statement of club's purpose, list of current officers, name of advisor, and projected number of student participants in the organization.
- The request for funds has been submitted to the Director of Student Engagement & Belonging on or before May 1st, so that the budget request may be reviewed and approved by the SGA Budget Committee.
- The request has been itemized on the budget request form provided by the Director of Student Engagement & Belonging.
- The club events supported by student activity fees are open to and free to Wor-Wic Community College students
- If any club/organization is having an event in which contract approval, insurance, prepayment, or speaker honorarium is involved, a minimum of four (4) weeks is required.
- The request has been indicated on the appropriate budget request form provided by the Office of Student Engagement & Belonging.
- The activity agrees with the SGA Fiscal Policies.
- The event is advertised on campus at least two (2) weeks before the scheduled event.

Section 4 -- Fiscal Responsibility

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.

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.

- The SGA shall not use funding as an incentive to induce or reimburse volunteers to raise funds for external organizations.
- Student-fee funds and College resources **may not** be used to make contributions to candidates/parties/PACs; to purchase campaign materials intended to elect/defeat a candidate or ballot measure; or to run partisan ads.
- Information concerning alleged misuse of funds should be reported to the Director of Student Engagement & Belonging.
 - a The Director of Student Engagement & Belonging will send written notices of the alleged irresponsible spending to the organization, the SGA Executive Committee, and the Dean of Student Success. The Director of Student Engagement & Belonging, with authorization from the Dean of Student Success, shall inform the organization that until the problem is resolved, its budget will be frozen.
 - b The Director of Student Engagement & Belonging will set a time for a meeting between the organization and the SGA Executive Board and will notify all those involved.
 - c After reviewing the charges made and hearing the club or organization's response, the SGA Executive Board, SGA Advisor and the Dean of Student Success will decide whether the expenditure was legitimate and what action will be taken against the organization or the individual.
 - d The organization may appeal the decision to the Dean of Student Success who will review the prior decision, alleged violations, and organizational response in consultation with the Vice President for Student Affairs.

Section 5: Fundraising Procedure

- A. See Club & Organization Fundraising Procedures

Section 6 -- Accounting Guidelines

Wor-Wic Community College is responsible for all funds received and disbursed by the College. Therefore, while the Student Government Association Executive Board 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 Board is required to follow all Wor-Wic Community College accounting and procurement procedures relating to the receipt and disbursement of funds. Receipt - Any payments made by students for SGA-sponsored activities. 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 notify the

Director of Student Engagement & Belonging and submit directly to the SGA Treasurer with who will be responsible for submitting them promptly to the college cashier. The appropriate account designation must accompany the receipt.

- Expenditures/Disbursements
 - a. All disbursements shall follow college accounting and procurement 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 & Belonging and the Business Office.
 - c. Expenditures may only be made against accounts that have a positive budget balance.
 - d. SGA will be responsible for complying with any other Wor-Wic Community College accounting and procurement procedures.
 - e. Students and club advisors will be reimbursed for approved out-of-pocket expenses; approval must be obtained before the expenditure/expense occurs. The approval shall come from the Director of Student Engagement & Belonging.

Section 7 -- Funding for Club Travel and Leadership Activities

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

- 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, 6) communication and 7) representing the college.
- Only current club members who pay the student activity fee are eligible travel and 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.
- Requests for SGA travel funding must be submitted by a club advisor via the Administrative Leave Form no later than six (6) weeks before the date of departure. This form should be submitted to the Director of Student Engagement & Belonging and 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.

- Each request must have a club advisor responsible for organizing the event (ensuring the request is in compliance with all SGA and Wor-Wic 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 completed Administrative Leave Request Form should be submitted to the Director of Student Engagement & Belonging and the business office purchasing specialist within six (6) weeks of the planned travel. The club advisor must have supervisor approval before submitting the request form.

- 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.
 - a. When evaluating travel requests, preference will be given to requests:
 - i which will have the greatest impact on the student body;
 - ii which are supported by college units such as offices, faculty, clubs, and organizations.

Section 2- Travel Obligations

- All participants are required to engage in the entire itinerary submitted for the participants of the trip.
- As recipients of SGA travel funds, the behavior of all participants is expected to comply with the Code of Student Rights, Responsibilities, and Conduct; Wor-Wic and SGA policies and regulations; and all applicable laws.

- 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.
- 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.