



# Student Government Association Club Handbook

## **REGISTRATION**

At the start of each academic year, every continuing student organization must re-register with SGA **four weeks** after the start of the Fall Semester. For the remainder of the academic year SGA accepts registration applications from new organizations at the beginning of each semester, if applications are turned in after the deadline stated by SGA the club/organization will be voted for induction the following semester. Registration defines an organization's relationship to the University through affiliation with the SGA. Any submissions after the deadline in Spring Semester will be reviewed in the Fall Semester as SGA is on recess during the Summer Semester.

## **OBTAINING RECOGNITION STATUS**

The following items are requirements for all student organizations to obtain recognition status from the SGA. These standards are expected to be upheld by all student organizations.

1. The purpose of the organization is legal.
2. Registration form and all other necessary paperwork are properly filled out.
3. Activities to be engaged in conform to University rules and regulations.
4. Activities to be engaged in are compatible with the goals of the University.
5. The organization has a faculty or staff advisor (faculty and staff may be full-time, part-time or adjunct).
6. The organization does not have any outstanding debts and/or responsibilities owed to the University or the SGA.

## **CONTINUING ORGANIZATIONS**

All student organizations must re-register every fall semester to be considered recognized by the SGA for the current academic year. The registration process is simple and should only take a minimal amount of time to prepare the necessary documentation. There are two steps to take:

**Step 1.** Submit COMPLETED registration forms to the SGA email by the indicated deadline. \*Note: Forms not completely filled out will not be considered for recognition and will be returned to the organization to resubmit.

**Step 2.** SGA will review all registration forms. If all requirements are met, the registrations will be voted for approval by SGA. Organizations will be notified via e-mail regarding their status.

## **HOW TO START A NEW ORGANIZATION**

If a group is interested in starting a new organization, check to make sure that the interest is not already represented by another current organization. If not, then it is easy to start a new organization at Alliant.

There are three steps to starting a new organization at Alliant:

**Step 1.** Fill out the Student Organization Recognition forms.

**Step 2.** Treasurer-Elect will screen the forms to ensure that they meet the necessary criteria.

**Step 3.** Registration forms will then be reviewed at the next scheduled SGA meeting. Once the SGA has voted to approve registration, the organization/club will be notified.

PLEASE NOTE: SUBJECT TO THE APPROVAL OF SGA, AN INDIVIDUAL MAY NOT BE AN EXECUTIVE OFFICER OF AN ADDITIONAL STUDENT ORGANIZATION/CLUB IF HE/SHE IS ALREADY AN EXECUTIVE OFFICER OF TWO CURRENTLY RECOGNIZED STUDENT ORGANIZATIONS/CLUBS.

### **STUDENT ORGANIZATIONS TERMS & POLICIES**

**Accounts.** NO ORGANIZATION RECOGNIZED BY SGA SHALL OPEN A BANK ACCOUNT AT AN OUTSIDE FINANCIAL INSTITUTION. FAILURE TO COMPLY WITH THIS POLICY WILL RESULT IN THE SUSPENSION OR LOSS OF ORGANIZATION/CLUB PRIVILEGES AND SGA-RECOGNITION. All club/organization funds must remain within the SGA bank account for liability purposes.

**Monthly updates:** The monthly club/organization update form is to be completed at the end of each month and submitted to Treasurer-Elect. The Treasurer-Elect will keep track of the updates and report to SGA when needed.

**Changes in Officers.** All organizations need to submit updated officer's lists to the Treasurer-Elect in writing within one week of changes occurring.

**Communications Off-Campus.** External communication to be sent off-campus must be reviewed by the organization's advisor and the Director of Public Relations prior to printing or mailing.

**Discrimination.** No organization may discriminate against any individual on the basis of race, religion, sexual orientation, age, medical condition, disability, or status as a disabled or armed forces veteran. If organizations will be selecting their members by a certain criterion, this must be explained and justified in their Student Organization Registration Form.

**Event Planning.** All organizations planning events open to anyone outside the stated club must submit required forms for pre-approval through the SGA. Organizations holding events for members only are not required for SGA approval but are highly encouraged to seek assistance with the planning of large events from SGA and the Student Affairs Office. Each club can hold as many events as their budget can hold. Guidance and assistance will be provided for the correct planning, appropriate fund usage, and implementation of on-campus activities if advance notice is provided. Information will be provided on facility usage, media services, and publicity, insurance, maintenance, Sodexo food service, etc.

**Event Scheduling.** Organizations/clubs must check with the Astra calendar or with the Campus Director before planning their activities to avoid any scheduling conflicts. In addition, student organizations must inform the SGA of all upcoming events as soon as possible to avoid multiple events on the same day.

Furthermore, all organizations are highly encouraged to collaborate with other organizations and/or the Office of Student Affairs.

**Event Flyers.** All flyers promoting club events must go through the Campus Director. Flyers need to be stamped(approved) before posting on campus.

**Probation.** Organizations that do not comply with the policies set forth in this handbook will be charged with probation (Full Semester). The consequences are as follows, listed in order of severity:

1. Loss of additional funding

## 2. Loss of club/organization recognition

**University Policies.** The rules and regulations listed in the Alliant Catalog and Student Handbook guide the behavior of all members of the campus community. Please be familiar with all aspects of these rules and regulations, which apply to Student Conduct and Student Organizations.

### **MAINTAINING GOOD STANDING WITH SGA**

In order for a recognized student organization/club to remain in good standing with the ICC and the SGA, they must abide by the policies of the ICC, the SGA, The University, and all Local, State, and Federal Laws.

### **SGA MEETINGS**

The SGA meetings are open to all students; however, open participation is reserved for its members, unless visitors are addressed in the agenda. To be addressed in the SGA Agenda, contact the SGA a week prior to the next meeting and a space in the agenda will be reserved. The space in the agenda will allow a specific amount of time for a student to address the SGA. The SGA Chairperson will determine the length of time during the meeting. Be prepared with all concerns to be addressed, as meeting time is limited. SGA budget-approvals will also be addressed in this manner. Please contact the Treasurer-Elect to arrange an appeal.

### **FUNDING FOR STUDENT ORGANIZATIONS**

The SGA has the responsibility to fund and provide financial supervision to recognized student organizations. Funding guidelines have been designed to ensure a fair and consistent manner of allocation. Please note that not all expenses of recognized student organizations will be funded. Reimbursements without prior approval are not guaranteed and are at the discretion of SGA. Unfortunately, the requests by recognized student organizations will often exceed the funds available and thus not all expenses can be funded. The SGA will exercise its discretion in determining what will be funded. All recognized organizations will receive up to \$600 for the entire academic year if approved by the fall semester deadline. All recognized organizations will receive up to \$300 for the partial academic year if approved by the spring semester deadline. See the Funding Guidelines section (below) for parameters around appropriate use of club funds.

### **BUDGET PROPOSALS AND REIMBURSEMENT GUIDELINES**

All requests for funding are to be made through budget proposals and reimbursement forms (with proper receipts) that will be presented to the Treasurer-Elect and SGA. Ultimately, it is the decision of the SGA to approve any allocation of funds.

Budget proposals must occur no less than two weeks before the proposed event- if the event is open to non-club members. This is to ensure proper policies, liability, adequate planning and execution of events. All budget proposals must be presented at a regularly scheduled SGA meeting. This process will allow opportunity to make any recommended adjustments/improvements. The club representative should be fully knowledgeable about the proposal. Please be prepared to answer any questions that arise.

#### **Funding Guidelines:**

1. No individual scholarships will be permitted through club funding. These funds are for clubs as a whole and will not include personalized prizes or financial support to one single individual of any kind. If funds are used for individual purposes, club members will be liable for reimbursement to SGA, and club status and future funding will become probationary or revoked, decided by SGA.

- a. Raffles and non-cash prizes may be awarded provided all club members are included, prizes are related to club mission, club has appropriate funds, and prizes do not exceed \$50.
2. Any purchases (books, videos, website access, etc.) must stay within the approved club and are subject to audit any time throughout the academic year. Club representatives must present necessary information within 48 hours or forfeit club approval and reimburse funds.
3. If request for funding is submitted prior to event, club must provide receipts of claimed purchases within seven (7) days following event or forfeit further funding and be subject to club probation policy.
4. Approved clubs must submit proper forms and receipts by the last day of classes of the academic year to receive reimbursements. Any forms submitted after that date will not be subject to reimbursement unless otherwise specified by the ICC.

**IF AT ANY TIME DURING THE ACADEMIC YEAR, AN ORGANIZATION HAS ANY QUESTIONS CONCERNING A BUDGET PROPOSAL OR REIMBURSEMENT, PLEASE CONTACT THE TREASURER-ELECT TO SET UP A MEETING TO HELP ANSWER ANY CONCERNS.**

#### **TREASURER'S RESPONSIBILITY STATEMENT**

Before an organization is capable of receiving funds from the SGA, the Treasurer's Responsibility Statement must be signed by the Treasurer of the Organization. No funds will be released or allocated until this form has been received. In the event the Treasurer is removed or resigns from office, the student organization account will have checks written only to the Chairperson or approved vendors until a new treasurer has been appointed and signs the Treasurer's Responsibility Statement.

#### **RECEIPTS**

All sales receipts and/or invoices must be turned into the ICC before any more funding will be disbursed.

Only original sales receipts/invoices will be accepted. Credit card receipts must have a sales receipt attached, which lists the items purchased.

**The following is a list of receipts that will not be accepted and will be returned unpaid (specifications will be left to the discretion of the SGA):**

1. Receipts not imprinted with the company name/seal
2. Receipts showing personal items (non-line item purchase)
3. Receipts that are unreadable or altered

#### **ACCOUNTING AND BOOKKEEPING**

At any time, the SGA may request an audit of an organization's account. A period of 48 hours will be allowed after the formal request has been made in order to present all records to the SGA.

