

STATE FAIR COMMUNITY COLLEGE

Student Government
Association

Official Student Club and Organization Handbook

2024 - 2025



TABLE OF CONTENTS

Letter From the Director of Student Life	4
Vision	4
Mission	4
Values	5
Goals	5
What is State Fair Community College Student government association (sga)	5
Definition of Student club vs. student organization	5
What is a student club?	5
Characteristics of a student club	5
What is a student organization?	6
Characteristics of an organization	6
SFCC committee information.....	6
Recognized status of a club or organization	6
Process for starting a club/organization and expectations	6
Advisor guidelines.....	7
Role of the student officer.....	7
Alcohol and drug policy	8
Suspension of a club or organization.....	8
SGA Club and Organization grant	8
Purpose.....	9
SGA Club Grant	9
SGA Organization Grant.....	9
Organizing an event or on-campus activity	9
Procedures for palnning an event/activity (non-fundraiser)	10
Fundraising and collection drives	10
Policy statement	10
Planning your fundraiser	10
Facilities use.....	11
Marketing	11
Press Releases.....	11
Posters and advertising	11
Information Booths and tables	11
SFCC tents	11
Appendix A.....	12
Register New student club or organization	12

student club and organization renewal form	12
student Organization Senator registration	12
Appendix b.....	13
Introduction To Robert’s Rules Of Order	13
Appendix C.....	14
Sample Constitution	14
Appendix D	16
Student Government Association Constitution	16

LETTER FROM THE DIRECTOR OF STUDENT LIFE

Dear Student Club and Organization Leaders,

Thank you for your time, energy, and commitment with student clubs and organizations at State Fair Community College. Your involvement and participation with SFCC's co-curricular activities provides a more wholesome student life experience as well give our students an opportunity to gain leadership skills, network with our community, and discover new paths as they grow and develop.

Our mission and goal for Student Life is to foster a holistic college experience by providing intentional student events that transform students and support their sense of belonging through inclusive involvement and leadership in diverse clubs, organizations, and programs. As we approach this semester, we are looking forward to working with you to provide activities that are inclusive and educational for our State Fair Community College students.

This Student Club and Organization Handbook was designed with the success of your group in mind. I encourage you to read this handbook carefully, as it details important information about policies, procedures, and requirements for registered student clubs and organizations. The student handbook also serves as a reference for your club or organization's structural development, event planning, and all online forms needed to be active on and off campus.

State Fair Community College recognizes the vital contributions that student clubs and organizations make to the quality of student life on campus, however, recognition as a State Fair Community College club or organization is not to be interpreted as an endorsement or approval of the purpose and/or activities of any club or organization by State Fair Community College.

Should you have any questions or need further assistance on understanding the content of this handbook, please contact or visit the Student Life Office.

On behalf of Student Life, best wishes for a successful year and thank you for your important contribution to State Fair Community College!

Sincerely,



Amy Schroeder

Director of Student Life

VISION

Support and encourage student success through social events and opportunities that foster a holistic college experience. Promote learning through community building, intentional partnerships, and campus-wide engagement.

MISSION

Foster a holistic college experience by providing intentional student events that transform students and support their sense of belonging through inclusive involvement and leadership in diverse organizations and programs.

VALUES

- Student-Centered
- Open-Mindset Learning
- Leadership
- Diversity & Inclusion
- Integrity
- Respect

GOALS

- Support sense of belonging
- Innovative and Intentional Engagement
- Leadership development

WHAT IS STATE FAIR COMMUNITY COLLEGE STUDENT GOVERNMENT ASSOCIATION (SGA)

The State Fair Community College Student Government Association (SGA) is the official voice of the student body in matters relating to the college's administration.

SGA is a vital link in the college's endeavors to ensure a positive learning environment for our student body.

Each year the organization plans a wide variety of programs and activities designed to enhance campus life as well as support college-sponsored programs.

SGA provides many opportunities for leadership, including involvement at the local, district and state levels of the organization. The SGA consists of the Executive Board and Senators that serve as representatives who plan and carry out the activities of the association. SGA is considered an important resource for both students and staff.

DEFINITION OF STUDENT CLUB VS. STUDENT ORGANIZATION

WHAT IS A STUDENT CLUB?

A student club is defined for our purposes as a group of State Fair Community College currently enrolled students, staff, and faculty who unite to promote a common interest.

In order for a club to exist, it must consist of 4 members and a faculty/staff advisor. Clubs may only be formed at the beginning of the Fall semester and the beginning of the Spring semester. Existing clubs must be re-established during the fall semester. The online form to become a recognized club is located in Appendix A. If a club chooses not to go through the recognition process at the beginning of the Fall semester, then it will be changed to an INACTIVE status. All student clubs must have a constitution or set of bylaws to formally declare their mission, affiliations, and members/officers.

CHARACTERISTICS OF A STUDENT CLUB

- Club membership is open to all enrolled students taking courses at State Fair Community College. The group may not deny membership to anyone on the basis of sex, disability, age, color, race, nationality or religion.
- Clubs are not allowed to charge member dues, but may fundraise and establish a presence with the community.
- Clubs are allowed to access table space at campus events; list student club name in official College publications and on the College website; permission to post events on school website; use designated bulletin boards.
- Clubs are allowed to use banking services through the Business Office including tax-exempt status (as part of SFCC)

Active clubs are given the opportunity to apply for the yearly SGA Club Grant for financial assistance and may request up to \$500. This grant can be applied towards travel expenses, material costs, equipment purchases and more. The deadline to submit the SGA Grant is the Second Friday in September. The final amount awarded is dependent on the availability of funds.

WHAT IS A STUDENT ORGANIZATION?

A student organization is an integral part of State Fair Community College as organizations are directly linked to the college's departments or belong to an organization at the local, state, or national level.

In order for an organization to exist, it must consist of at least 4 members and a faculty/staff advisor. Each organization is required to have an officer to fill the following positions: President, Vice President, and Secretary. Each organization is required to have an SGA representative. This responsibility may be written into the description of your president, vice president, secretary, or may be a separate office. This is the minimum amount of organization officers required; your organization may have more officers if it is written into your constitution.

Organizations may only be formed at the beginning of the Fall semester and the beginning of the Spring semester. Existing organizations must be re-established during the fall semester. The online form to become a recognized organization is located in Appendix A. If an organization chooses not to go through the recognition process at the beginning of the Fall semester, then it will be changed to an INACTIVE status. All student organizations must have a constitution or set of bylaws to formally declare their mission, affiliations, and members/officers.

CHARACTERISTICS OF AN ORGANIZATION

- Organization membership is open to all enrolled students taking courses at State Fair Community College. The group may not deny membership to anyone on the basis of sex, disability, age, color, race, nationality or religion.
- Organizations are allowed to charge member dues, fundraise, establish a presence within the community, and attend conferences to promote the organization's intended purpose.
- Organizations are allowed to access table space at campus events; list student organization name in official College publications and on the College website; permission to post events on school website; use designated bulletin boards.
- Organizations are allowed to use banking services through the Business Office including tax-exempt status (as part of SFCC)

Active organizations are given the opportunity to apply for the yearly SGA Organization Grant for financial assistance and may request up to \$8,000. This grant can be applied towards conferences and travel expenses, material costs, equipment purchases and more. The deadline to submit the SGA Grant is the Second Friday in September. The final amount awarded is dependent on the availability of funds.

SFCC COMMITTEE INFORMATION

Senators from organizations may be asked to serve on campus committees from time to time to provide diverse perspective, creative thinking, and strategic planning.

RECOGNIZED STATUS OF A CLUB OR ORGANIZATION

PROCESS FOR STARTING A CLUB/ORGANIZATION AND EXPECTATIONS

Any group of students may be recognized as a club or organization as long as their purpose is within existing federal, state and local laws and college policies. Groups interested in forming a club or organization must meet/complete the following requirements. Student clubs and organizations may only be formed at the beginning of the Fall semester (last Friday in September) and the beginning of the Spring semester (last Friday in February).

- Have a minimum of 4 club/organization members. Club/Organization membership is open to all enrolled students at the college.

- Clubs and Organizations must abide by the College’s Non-Discrimination & Accommodations Policy found on the SFCC website <https://www.sfccmo.edu/about/non-discrimination-accommodations-policy/>
- Have at least one advisor who is a college employee.
- Complete and submit the “Register/Renew Student Club or Organization” Form no later than the last Friday in September in order for a club/organization to be approved for the fall semester, and no later than last Friday in February for a club/organization to be approved for the spring semester. All online forms may be found in Appendix A of this handbook.

After all requirements have been completed, club charters may be approved by a majority vote of the SGA Executive Council and will remain active for one year. Approval of the club charter does not constitute endorsement of its program or purpose by the college. This charter may be revoked at any time by a vote of the SGA for any of the reasons listed in the SGA constitution. After charter approval, clubs and organizations must meet the following requirements to remain active.

- Designate an SGA representative to attend all regularly scheduled SGA Senate meetings to announce upcoming activities.
 - SGA Senate Meetings will be held on the last Wednesday of the month at 3:30p.m. in Hopkins Board Room.
- Host or Co-host a minimum of one Student Life approved events/activities. No more than one fundraising event per month will be allowed except with the approval of the Coordinator of Student Engagement.
- Follow all provisions of the Student Club and Organization Handbook. Your club is responsible for notifying SGA and the Student Life Office of any changes in their club (change in officers or advisors, disbandment, etc.). The information may be e-mailed to studentlife@sfccmo.edu. For more information, please review the Student Club and Organization Handbook or contact one of the SGA Officers. SGA representatives from organizations must make every effort possible to be on time to the monthly SGA meetings. Anyone arriving after roll call will be allowed to enter the meeting room, but their club may be counted as absent. SGA representatives are to dress appropriately for the meeting.

ADVISOR GUIDELINES

- Advisors should be knowledgeable or willing to learn about the group’s main interest. Advisors should also be willing to help their group’s members find resources for their interest.
- Advisors should meet with their officers at the beginning of each semester to discuss expectations, roles and responsibilities. Two SGA representatives should be chosen.
- It is the club advisor’s responsibility to be familiar with the college policies and procedures. The club advisor is also responsible for ensuring that the club/organization officers and members know where these policies and procedures are published and what the consequences are for not following them.
- Advisors are responsible for the group’s funds. Club and Organization advisors will be given access to view their account through mySFCC and may ask for the balance at any time from the Business Office.
- Advisors must provide leadership and supervision during all activities of the club/organization when it is operating at State Fair Community College and/or in the name of State Fair Community College.
- Advisors should be available and have a concern for the ongoing success of the club. As well as provide continuity from year to year.
- It is the responsibility of the advisor to certify eligibility of all members. This includes making sure that the members are currently enrolled students. Organization advisors are responsible for monitoring compliance with the guidelines of their national organization when the student organization is a member of a national charter.

ROLE OF THE STUDENT OFFICER

Each organization is encouraged to have an officer to fill the following positions: President, Vice President, Secretary, and Treasurer (optional). Each club is required to have an SGA representative. This responsibility may be written into the description of your president, vice president, secretary, or may be a separate office. Your club may have more officers if it is written into your constitution.

- President: The President shall be responsible for representing the club or organization to the college

- administration, faculty and/or Board of Trustees; Preside over all club or organization general and executive meetings; Approve General and Executive Board meeting agendas; Vote only in case of a tie; Create committees as needed; Call for special meetings, closed or open.
- Vice President: The Vice President shall take the place of the president if they cannot perform their duties or need a meeting proxy, can represent the organization at official functions and to other groups, and can assist the Secretary with any necessary paperwork.
 - Secretary: The Secretary shall be responsible for recording official General and Executive Board meeting minutes; Record attendance for General and Executive Board meetings; Maintain accurate records for the club or organization in conjunction with their Advisor(s); Prepare and disseminate General and Executive Board meeting agendas
 - Treasurer: The Treasurer position is optional. The Treasurer shall be responsible for maintaining financial records; collecting, verifying and depositing any funds collected during a fundraiser; working with the Student Life Office on financial matters such as reimbursements.
 - SGA Representative: SGA Organization Representatives shall be responsible for reporting their respective club's activities during SGA Executive Meetings and disseminating information from SGA to their club membership; Present supplemental club funding requests to the Executive Board; Vote as required by the SGA Constitution and bylaws.

In addition to your role above, all Student Club and Organization Officers and Members must understand your role and responsibilities as written in your organization's constitution or set of bylaws.

ALCOHOL AND DRUG POLICY

All SFCC Clubs and Organization events must follow the College's Code of Conduct as it relates to alcohol, drugs and other behaviors.

SUSPENSION OF A CLUB OR ORGANIZATION

If a club or organization is charged with violating any federal, state and local laws or college regulation or policy, their charter will immediately be suspended by the Director of Student Life. If found responsible, the club or organization status will be revoked. Student organizations and clubs may appeal these decisions to the Dean of Student Services.

SGA reserves the right to suspend a student organization that is not considered to be operating in the best interest of the college. An organization whose recognition is revoked will lose its charter and have its funds frozen in the SFCC Business Office.

A student club or organization whose registered status has been revoked may appeal to the Dean of Student Services who may take appropriate action regarding the issue. If the organization is not satisfied with the decision, it may appeal that decision to the CIRC.

The following criteria may be used to revoke a charter:

- Has held no meetings or had no transactions for (1) year.
- Organized student events/activities without approval from the Director of Student Life.
- Has been found to have an off-campus account
- Has been found to discriminate. (Clubs and organizations recognized by the college may not discriminate membership or participation practices based upon factors related to race, age, religion, sex, place of origin, creed, handicap, marital or parental status)
- Carried out an activity deemed not in the best interest of the college
- Though the Student Government Association does not dictate how student organizations use funding they receive from the SGA, funding should never be distributed to students, faculty, or staff unless a reimbursement for some goods or services is needed. In those cases, proper receipts are necessary and Dean approval may also be needed.

SGA CLUB AND ORGANIZATION GRANT

PURPOSE

The purpose of the SGA Club and Organization Grant is to provide additional funds to active student clubs and organizations. These funds are not to replace income from fundraising but to help supplement your budget for travel expenses, materials, and equipment purchases. The goal of this grant is to help SFCC Students acclimate to real-world practices such as grant writing, budgeting, and preparing necessary documentation to earn financial assistance.

The SGA Club and Organization Grant will be scored by a panel of 3 students (Funding Committee.) After this point, The SGA Executive Council will approve and determine the amount each club or organization receives. Clubs may request up to \$500 and Organizations may request up to \$8,000, however, the final amount awarded is dependent on the availability of funds.

SGA CLUB GRANT

State Fair Community College's Student Government Association is accepting applications for the SGA Club Grant. Active Student Clubs may request up to \$500 for the Fall and Spring Semester of the 2024-2025 school year. This grant can be applied towards supplies, material costs, equipment purchases and more. The deadline to submit the SGA Club Grant is the Second Friday in September. Awards will be given based upon available funds to all Clubs who apply.

In order for your application to be scored, you must complete the following:

- Cover Page
- Cover Letter
- Grant Proposal
 - Statement of Need
 - Program Description
 - Goals and Objectives
 - Timeline of Student Activities and Fundraising Events
 - Budget

SGA ORGANIZATION GRANT

State Fair Community College's Student Government Association is accepting applications for the SGA Organization Grant. Active Student Organizations may request up to \$8,000 for the Fall and Spring Semester of the 2024-2025 school year. This grant can be applied towards conferences and travel expenses, material costs, equipment purchases and more. The deadline to submit the SGA Organization Grant is the Second Friday in September. Awards will be given based upon available funds to all Organizations who apply.

In order for your application to be scored, you must complete the following:

- Cover Letter
- Cover Page
- Grant Proposal
 - Statement of Need
 - Program Description
 - Goals and Objectives
 - Timeline of Student Activities and Fundraising Events
 - Budget

ORGANIZING AN EVENT OR ON-CAMPUS ACTIVITY

PROCEDURES FOR PLANNING AN EVENT/ACTIVITY (NON-FUNRAISER)

A significant part of leadership development in a student club/organization is learning to plan and organize activities to ensure a successful event. These guidelines are designed to assist you in creating a well-planned and successful activity. If students are traveling in their own vehicles, not spending the night and the advisor is not receiving a per diem, then it is considered an "Activity."

1. Receive approval from the Director of Student Life to schedule event on intended date.
2. Always plan ahead. Rooms tend to fill up quickly at the beginning of the semester. If you would like to use a specific room such as Hopkins Board Room, then it is best to put your request in early.
3. Meet with the Facilities Team to make appropriate arrangements for using campus facilities, placing a work order for tables and chairs, arranging media services for audiovisual needs or ordering food, if necessary.
4. If you cancel your activity, you are required to make every effort to notify the necessary departments.

The Director of Student Life is a valuable resource in helping you plan your event. Do not hesitate to set up an appointment to go over the details of your event.

FUNDRAISING AND COLLECTION DRIVES

POLICY STATEMENT

State Fair Community College recognizes the need for student groups to raise funds for extracurricular activities. Recognized student clubs and organizations may conduct fundraising activities after receiving approval through the Dean of Student Services by filling out the Regulation 1330 Solicitation Request Form. Posting of any signs or notification by any organization, whether internal or external, must receive prior approval from the Marketing Department. Materials produced for the promotion of the event must bear the name of the sponsoring office, committee, or organization and an end date.

PLANNING YOUR FUNDRAISER

Some questions that your club or organization should ask are:

Why are you doing this event? First, it is important to know why you are having a fundraiser. All fundraiser at State Fair Community College must have a specific purpose and must cease once you have raised the funds. What are some reasons for you to raise funds? What do you hope to accomplish with additional funds this year?

Who is your target group? Who has the money? Answering these questions will lead you on the right track toward raising money. List different potential sources (ex. individual departments, students, or community). Target your fundraiser to reach them. Are you going to focus on one group or several at the same time? If more than one group, what do they have in common?

How are you going to reach these groups? This is when you decide what your product or service is going to be. It can be anything from specific items (ex. t-shirts, bake sale) to a service (carwash). What is something they need? Whatever you decide, make sure it fits with your target group.

When should this happen? Choose a date for your fundraiser; think about how the day can benefit your target group. For example, if you want to sell candy bars picking a date close to Valentine's Day would be a good idea. Try to be as detailed as you can about choosing a time that will expose your fundraiser to the most people in your target area. This date will also serve as a deadline for you to finish the planning process of the fundraiser. Start early; the sooner you begin planning and accomplishing tasks, the more organized and successful your fundraiser is likely to be.

Where is a good place for your fundraiser? This should fit with where your target group is found. For example, if your target group is Rad Tech students and faculty, then the Res Hall is not the best place to have your event. If your

target group is the community then maybe an off-campus location for a carwash is better. Start early and reserve your space as soon as the fundraiser has been approved.

What needs to happen in order to make this idea become reality? Make a list of what needs to be completed in order to accomplish your fundraising goal. Assign a deadline for every item and delegate tasks for members in your club to complete. Get your club involved and give them plenty of time to finish their task. Follow-up with those assigned tasks so that items do not become forgotten and use other people in the club to help hold members accountable. Keep your club focused by reminding them of the fundraiser's purpose.

FACILITIES USE

Student Organizations are encouraged to use State Fair Community College space for meetings, programs, and events. State Fair Community College reserves the right to place reasonable time, place, and manner restrictions on any activity conducted on the campus. Misuse of or illegal conduct on State Fair Community College property may result in the loss of use privileges, referral to the Vice President for Educational and Student Services, and/or prosecution under applicable laws.

MARKETING

PRESS RELEASES

News releases are a vital part of informing the community and the campus about events, are low in cost, and reach a large audience. Most news releases need to go out at least 2 weeks prior to the actual event so plan ahead.

Please contact the Marketing Department or via email to request a press release about your event.

They will need the following information: Who, what, when, where, why, and how. They will also need a contact person from your organization (usually the sponsor) to be the spokesperson for the event.

POSTERS AND ADVERTISING

All posters, flyers, promotional banners, and advertisements must be appropriate for the college environment.

Please do not use tape or pins to secure posters on any painted surfaces. Use bulletin boards located throughout campus to hang posters. Organizations and Clubs must have permission from the Marketing Department to hang items on campus. Items will be removed as of the end date on the document or 30 days, whichever comes first.

For safety reasons, please do not hang posters on glass door entries.

It is the responsibility of each club to remove all outdated materials from table tops, bulletin boards, and any other publication piece once the event is over or the information is no longer relevant.

Any outdated, inappropriate, or misplaced (posters on glass, etc...) will be removed immediately and reported to the Dean of Student Services.

All PR locations should be approved by the Director of Marketing to ensure proper placement and agreement with all campus policies.

INFORMATION BOOTHS AND TABLES

Set up a table in the Parkhurst Commons area or the Yeater Lobby for your event.

SFCC TENTS

Tent setup can be requested by submitting a work order online using mySFCC.

APPENDIX A

REGISTER NEW STUDENT CLUB OR ORGANIZATION

Please use the link below to register your new student club or organization. The deadline to start a new club or organization is the last Friday in September for the fall semester and the last Friday in February for the spring semester.

<https://app.smartsheet.com/b/form/61894cd0c50344b98662535e6cfd9343>

STUDENT CLUB AND ORGANIZATION RENEWAL FORM

Please use the link below to renew the status of your club or organization on campus each fall as well as your revised constitution if any changes have been made. Charter Renewals should be submitted to the Coordinator of Student Engagement by the last Friday of September.

<https://app.smartsheet.com/b/form/6f550f605dd049f9a3d54043eb114477>

STUDENT ORGANIZATION SENATOR REGISTRATION

Please use the link below and attach updated names of your organization's SGA representatives.

<https://app.smartsheet.com/b/form/8cd8d1478b20457cb6265fe64d4a42df>

INTRODUCTION TO ROBERT'S RULES OF ORDER

What is Parliamentary Procedure?

It is a set of rules for conduct at meetings that allows everyone to be heard and to make decisions without confusion.

Why is Parliamentary Procedure Important?

Because it's a time-tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization. Today, Robert's Rules of Order, newly revised, is the basic handbook of operation for most clubs, organizations and other groups. So, it's important that everyone know these basic rules!

Organizations using parliamentary procedure usually follow a fixed order of business. Below is a typical example:

1. Call to order.
2. Roll call of members present.
3. Reading of minutes of last meeting.
4. Officer's reports.
5. Committee reports.
6. Special orders
7. Unfinished business.
8. New business.
9. Announcements.
10. Adjournment.

The method used by members to express themselves is in the form of making motions. A motion is a proposal that the entire membership take action or a stand on an issue. Individual members can:

1. Call to order.
2. Second motions.
3. Debate motions.
4. Vote on motions.

There are Four Basic Types of Motions:

1. Main Motions: The purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions.
2. Subsidiary Motions: Their purpose is to change or affect how a main motion is handled, and is voted on before a main motion.
3. Privileged Motions: Their purpose is to bring up items that are urgent about special or important matters unrelated to pending business.
4. Incidental Motions: Their purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion.

How are Motions Presented?

1. Obtaining the floor
 - a. Wait until the last speaker has finished.
 - b. Rise and address the Chairman by saying, "Mr. Chairman, or Mr. President."
 - c. Wait until the Chairman recognizes you.
2. Make Your Motion
 - a. Speak in a clear and concise manner.
 - b. Always state a motion affirmatively. Say, "I move that we..." rather than, "I move that we do not..."
 - c. Avoid personalities and stay on your subject.
3. Wait for Someone to Second Your Motion
4. Another member will second your motion or the Chairman will call for a second.
5. If there is no second to your motion it is lost.
6. The Chairman States Your Motion

a. The Chairman will say, "It has been moved and seconded that we ..." Thus, placing your motion before the membership for consideration and action.

b. The membership then either debates your motion, or may move directly to a vote.

c. Once your motion is presented to the membership by the chairman it becomes "assembly property," and cannot be changed by you without the consent of the members.

7. Expanding on Your Motion

a. The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it.

b. The mover is always allowed to speak first.

c. All comments and debate must be directed to the Chairman.

d. Keep to the time limit for speaking that has been established. e. The mover may speak again only after other speakers are finished, unless called upon by the Chairman.

8. Putting the Question to the Membership

a. The Chairman asks, "Are you ready to vote on the question?"

b. If there is no more discussion, a vote is taken.

c. On a motion to move the previous question may be adapted.

Voting on a Motion:

The method of vote on any motion depends on the situation and the by-laws of policy of your organization. There are five methods used to vote by most organizations, they are:

1. By Voice – The Chairman asks those in favor to say, "Aye," those opposed to say "no." Any member may move for an exact count.
2. By Roll Call – Each member answers "yes" or "no" as his name is called. This method is used when a record of each person's vote is required.
3. By General Consent – When a motion is not likely to be opposed, the Chairman says, "If there is no objection..." The membership shows agreement by their silence, however if one member says, "I object," the item must be put to a vote.
4. By Division – Taken when the result of a voice vote is challenged or when a 2/3 vote is required.
5. By Ballot – Members write their vote on a slip of paper. This method is used when secrecy is desired.

There are two other motions that are commonly used that relate to voting.

1. Motion to Table – This motion is often used in the attempt to "kill" a motion. The option is always present, however, to "take from the table," for reconsideration by the membership.
2. Motion to Postpone Indefinitely – this is often used as a means of parliamentary strategy and allows opponents of motion to test their strength without an actual vote being taken. Also, debate is once again open on the main motion.

Parliamentary Procedure is the best way to get things done at your meetings but, it will only work if you use it properly.

1. Allow motions that are in order.
2. Have members obtain the floor properly.
3. Speak clearly and concisely.
4. Obey the rules of debate.
5. Most importantly, be courteous.

SAMPLE CONSTITUTION

Constitution of _____ (group name)**Article I: Name****Section 1**

The name of this club/organization shall be (Provide actual name which will be used for all official business), here after referred to as Gay-Straight Alliance (GSA).

Article II: Purpose**Section 1**

The purpose of the Gay-Straight Alliance (GSA) is to encourage acceptance and tolerance within the diverse population of the campus community, to create a place of support, respect, pride and safety for gay, lesbian, bisexual and transgender members of the student body, and to work toward a more accepting environment for all people, regardless of sexual orientation or gender identity, through education, support, social action and advocacy

Article III: Affiliations**Section 1**

This club/organization is affiliated with (Indicate if your group has an affiliation with a SFCC department and/or any other campus, local, state, national, or international organization and explain the relationship. Organizations with international affiliations must submit their international constitution or statement of purpose. If your organization has no affiliation, this section may be omitted.)

Article IV: Membership**Section 1**

The majority of the membership of this club/organization shall be open to all who are interested.

Section 2

This club/organization and its members shall not discriminate against any individuals for reasons of race, national origin, color, religion, gender, age, veteran status, sexual orientation, and/or ability status.

Article V: Officers**Section 1**

The officers of the organization shall consist of (State all officer titles and duties examples below)

A. President - The President shall have the following duties:

- (a) Serve as the official voice of the student body
- (b) Objectively supervise meeting discussion
- (c) Act as a liaison between the student body and the administration
- (d) Call unscheduled meetings if necessary
- (e) Work with all other officers to help with the functions of their office
- (f) Act as the Senator for SGA Senator

B. Vice President - The Vice President shall

- (a) Call meetings to order, or cancel meetings with advanced notice if a scheduled meeting will not take place
- (b) Conduct meetings
- (c) Adjourn meeting
- (d) Perform duties of President in their absence

C. Secretary – The Secretary shall have the following duties:

- (a) Prepare minutes at each meeting
- (b) Check Attendance at _____ Meetings
- (c) Post minutes and attendance for students, faculty, and staff to view
- (d) Assist the treasurer in maintaining all financial documentation for the organization
- (e) Act as the alternate Senator for SGA Senate

D. Treasurer - The Treasurer shall have the following duties:

- (a) Assist the president in planning the budget for the organization
- (b) Maintain financial records for the organization
- (c) Work with SFCC's Business Office to ensure fiscal responsibility and accountability of all funds

Section 2

The qualifications for each office

- (1) The President and Vice-President must be a full-time student (12 credit hours) at the time of taking office and are required to attend all meetings.
- (2) The Secretary and Treasurer can be full or part time students, but are required to attend all meetings.

Section 3

The term of each office shall be one year from Oct. 1 to Sept. 30. Elections will be held each year in September. Think about when and how you hold your elections. Can elections be held by electronic means, only in person, by email? What about when your officers graduate?

Section 4

Should an officer's position become vacant during his/her term, a special meeting will be called to elect a new officer. (Or can club/org deem advisor appointment for the remaining school year is appropriate, it needs to be written in the constitution)

Article VI: Advisor**Section 1:**

Our club/organization advisor must be a member of the faculty, administration, or staff of State Fair Community College.

Section 2:

The duties and responsibilities of the advisor shall be (See Advisor Guidelines in the Student Organization Handbook)

Section 3:

Should the position of advisor become vacant during the year the Director of Student Life will become the temporary advisor until a permanent advisor can be located.

Article VII: Meetings**Section 1:**

Regular meetings of the organization shall be held the:

Section 2:

Special meetings of the organization shall be held (Consider who has authority to call these meetings, etc.)

Article VIII: Amendments**Section 1:**

This constitution shall be amended by a vote of (2/3, 3/4, etc.) majority of the membership at any regular or special meeting. (Note: The constitution should not be amended easily or frequently)

Section 2:

Provision for advance notice of amendment shall be (Explain how eligible voting members will be informed of the proposed amendment such as posting, notification by email, announcement at two consecutive meetings, etc.)

STUDENT GOVERNMENT ASSOCIATION CONSTITUTION

The Constitution of the Student Government Association of State Fair Community College

We, the students of State Fair Community College, do ordain this Constitution of the Student Government Association as the empowered Constitution for the members of the Student Government Association, the student body, and the organizations of State Fair Community College. This Constitution shall be in accordance with all federal, state and local laws and ordinances and campus policies and procedures.

Article I**Organizational Purpose**

Section 1. The name of the student governing body of State Fair Community College shall be known as the Student Government Association (SGA).

Section 2. The purpose and goals of the Student Government Association shall be to provide reasonable and coherent policies, leadership and unity for the State Fair Community College student body. This association shall also create and act as a liaison between the students, faculty, and the administration of the campus.

Section 3. The Student Government Association shall provide opportunities for students to assist the surrounding community and service area in an attempt to promote higher education through community service.

Section 4. The Student Government Association shall be responsible for funding student organizations, while observing fiscal responsibility.

Article II**Composition of the Student Government Association**

Section 1. The Student Government Association shall consist of an Executive Branch, a Legislative Body of Senators, and the student body.

Section 2. The Student Government Association shall be advised by the Coordinator of Student Engagement. The advisor will be responsible for insuring that SGA follows all civil laws and ordinances and campus policies and procedures.

Section 3. All SFCC students are members of the Student Government Association upon enrollment at SFCC and are welcome to attend all meetings and offer input. However, only Senators will be allowed to vote.

Article III**Legislative Branch Membership**

Section 1. The legislative branch will be the policy making body of the Student Government Association and will consist of a maximum of two senators (one is an alternate) from each chartered organization (each member may represent one organization only). A chartered organization shall be defined as an organization with officers and representatives having a constitution on file with the Coordinator of Student Engagement. This organization must have been granted a charter by the Student Government Association, for a good faith effort at annual compliance of Student Government Association requirements.

Section 2. The Student Government Association complies with the non-discrimination policy, as stated in the current State Fair Community College catalog.

Section 3. Persons wishing to become Student Government senator-at-large must be elected by the student body, in an official campus wide election. The student with the majority vote will be elected. The Senator-at-large is designed to be a representation of the general student body. The senator-at-large cannot be a member in any officially recognized student organization.

Section 4. Eligibility to be a Senator or Representative requires that a student attend classes at least half-time (6 hours) as a SFCC student, maintain a 2.0 GPA, and be in good standing with State Fair Community College.

Section 5. All SGA Senators will be required to fulfill the following responsibilities.

- a) Serve on at least one campus committee. If a student is unable to serve on a committee, an alternative will be decided upon by the executive branch.
- b) Participate in at least one student government activity per semester.

Section 6. Each Senator should act in the best interests of the student body and project a positive image of the Student Government Association.

Section 7. Legislation can be proposed to the senate by any current senator or officer. All legislation must be proposed by at least two senators or officers. The legislation should be in written form and formally proposed at student government meetings.

Section 8. All legislation must first be approved by the Senate and then the President has the option to veto. A 2/3 majority of the senate is required to override a presidential veto.

Section 9. All student organizations must submit the name of their Senator and appropriate contact information to the SGA President or Advisor five (5) days prior to the first scheduled meeting.

Article IV

The Executive Branch

Section 1. The executive branch shall consist of the following: President, Vice President, and Secretary.

Section 2. Eligibility to be an executive officer requires that a student be at least full-time (12 hours) student at the Sedalia campus, maintain a 2.5 GPA, and be in good standing with State Fair Community College.

Section 3. The President shall have the following duties:

- a) Serve as the main representative of SGA – this may include making speeches, attending meetings or serving on committees
- b) Maintain a working knowledge of the Constitution
- c) Chair and call to order the Senate meetings and Executive Board meetings
- d) Create meeting agendas for Senate and Executive Board meetings
- e) Be knowledgeable of the agenda items before the meeting
- f) Meet at least once a semester with the President, Vice President and Deans in order to update them on SGA projects, activities, etc.
- g) Meet with the chairs of the committees at least once a month
- h) Be a liaison between students and administration
- i) Maintain cohesion and flow during the Senate and Executive Board meetings
- j) Speak at several events throughout the year
- k) Meet weekly with the Advisor(s) to discuss SGA issues and agendas
- l) Hold Senate and Executive Board members accountable for accuracy when reporting

Section 4. The Vice-President shall have the following duties:

- a) Take attendance at all meetings (including exec meetings)
- b) Follow up on attendance issues and being the go-to for members with absences
- c) Be knowledgeable of the agenda items before the meeting
- d) Attend monthly Senate meetings and Executive meetings
- e) Be familiar with the SGA Constitution
- f) Communicate election results/appointment results
- g) Fill in for the President when needed
- h) Fulfill responsibilities as assigned by the President and/or Advisor
- i) Assist the President in planning and submitting the budget for SGA approval.
- j) Responsible for taking care of all fund requests, either from other organizations on campus or senate members
- k) Must keep the budget up to date
- l) Formally propose all grounds of impeachment for any office other than Vice President.
- m) Keep track of club/organization attendance points
- n) Chair the budget committee for allocation of student development fee.
 - a. The budget committee shall consist of 3 students selected from the student body. Each student organization can request funds from the Student Government at a designated time within the first three (3) weeks of the academic year. All funding for the semester will come out of this committee meeting.
 - b. The amount determined by the committee will be awarded based on the judgment of the budget committee.
 - c. The budget committee will determine the amount based on the preparation of the budget and proposal, as well as campus/community involvement of the particular organization making the request.
 - d. Student Organizations will automatically receive an amount set by the SGA each year based on availability of funds.

Section 5. The Secretary shall have the following duties:

- a) Responsible for taking minutes during senate meetings and executive meetings
- b) Minutes must be well written, descriptive and organized and should be posted no later than three days after the meeting
- c) Attend weekly and monthly meetings
- d) Be knowledgeable of the agenda items before the meeting
- e) Fulfill responsibilities as assigned by the President and/or Advisor
- f) Increase overall awareness of SGA through these forms of communication: flyers, posters, invitations, etc.
- g) Must gather and keep track of suggestions from the online and bulletin board suggestion boxes
- h) Forward suggestions to the appropriate committees
- i) Respond to suggestions in a timely manner

Section 6. All executive officers will be required to serve on campus committees if asked.

Section 7. Each executive member should act in the best interests of the Student Body, as well as ensure the continuity of the Student Government Association.

Section 8. All executive officers shall remain accessible to Senators and State Fair Community College students, while reflecting positive leadership qualities.

Section 9. The President, Vice President and Secretary will receive scholarships, in the amounts determined by State Fair Community College.

Article V

SGA Voting

Section 1. A motion or resolution must pass by a majority of senators present.

Section 2. All SGA members with the exception of the President, Vice President, and Cabinet, shall be entitled to one vote. The Vice President shall only vote to break a tie.

Section 3. Discussion, debate, and voting shall follow Robert's Rules of Order.

Article VI

Attendance Policy

Section 1. Student Government members are expected to commit at least 12 hours each month to Student Government Association business and organizational commitments. Student Government members agree to notify the Student Government President and/or the Student Government Advisor 24 hours in advance if unable to attend a meeting. Excusable absences are permitted, yet excessive absences may result in removal from the Student Government Association. Attendance of SGA meetings is required to be considered for full funding the following year.

Article VII

Impeachment, Resignation, and Succession

Section 1. An SGA Senator or Officer may be impeached for the failure and/or inability to carry out the responsibilities and policies prescribed within this Constitution.

Section 2. The SGA Vice President (or in the case described in Article IV, Section 7, f) the SGA Advisor will decide if impeachment is necessary, and formal charges of impeachment shall be proposed by him or her. The process will follow voting regulations in

Section 3. Impeachment procedures may be started with a petition signed by one-third of Senators or by a letter from the SGA Advisor.

Section 4. The impeachment shall require a two-thirds vote of the Senate. The Vice President shall not vote in impeachment proceedings.

Section 5. The causes for impeachment may include, but are not limited to:

- a) Failure to report SGA and/or campus committee activities to the SGA and the Vice President.
- b) Failure to abide by the policies of State Fair Community College.

- c) Failure to maintain a 2.5 GPA minimum.

Section 6. An SGA member may resign at any time with appropriate reasoning by informing the SGA Advisor by letter or formal announcement.

Section 7. In the event that the President cannot serve, the Vice President shall assume the office of President.

Section 8. In the event that the Vice President cannot serve, the President shall appoint a new Vice President to be approved by two-thirds of the Senate.

Section 9. In the event any cabinet member cannot serve, the President shall appoint new cabinet members to be approved by a majority of the Senate.

Article VIII

Elections

Section 1. Student Government Association executive officer nominations shall be turned in by the first week in March

Section 2. Elections will take place for:

- a) SGA President
- b) SGA Vice President
- c) SGA Secretary
- d) Other matters requiring a student body vote Section 3.
- e) Elections shall take place by the first week of April

Section 3. The Student Government Advisor shall act as elections commissioner. This Student Government Advisor shall verify elections and monitor campaign activities throughout the elections process.

Section 4. Each candidate shall be responsible for upholding all campus policies during the campaigning process.

Section 5. All candidates/issues/projects must receive a 51% plurality of the votes. The candidate/issue/project with at least 51% of the votes will be declared the winner.

Section 6. In the event no candidate/issue/project receives 51% of the vote, a run-off between the top two candidates/issues/projects will be held the first Wednesday following the election week.

Section 7. Voting locations will be determined and posted one month prior to the election date.

Article IX

Creation of Amendments

Section 1. Amendments to this Constitution can be recommended by any member or by a petition of at least three percent of the student body.

Section 2. Proposed amendments to this Constitution shall be presented in writing to the Student Government Association in a regular meeting time in resolution form. There will be an automatic two-week consideration and debate period.

Section 3. The amendment will then be re-read by the sponsor of the resolution and voted upon by the Student Government Association.

Article X

Ratification and Empowerment

Section 1. An amendment shall be approved for submission to the student body after a two-thirds vote of the Senate of the Student Government Association. If the student body votes in favor of the amendment, with at least ten percent turnout and a majority of the votes, the amendment will be considered ratified.

Section 2. Any ratified amendments shall take effect at the beginning of the new academic year.

Section 3. A complete revision of this Constitution can only be considered after submission of a petition of twenty-five percent of the student body. The Student Government President will lead a committee to take suggested revisions for the Constitution. The revised Constitution must then be approved for submission to the student body by unanimous vote of the Senate. If the Student Body votes in favor of the revised Constitution, with at least twenty-five percent turnout and at least two-thirds of the votes, the revised Constitution will go into effect by the date specified by the Student Government Association. The revised Constitution will be forwarded to the Vice President of Student Services and the President of State Fair Community College for final approval.