



## Campus Life – Club and Organization

### Forming a New Student Organization

Any student group of Central Georgia Technical College (CGTC) with a common interest to promote the College's mission, student engagement, leadership/networking opportunities, or community service is encouraged to form a student organization. To be recognized by Campus Life as an official student organization, groups must submit the following to the Campus Life Coordinator:

- [Registration Form](#)
- [Student Interest Form](#)
- [By-laws](#)

New organizations must include a roster of officers and a minimum of five members using the forms listed above. Each student must be a registered credit student at CGTC.

The primary organizational advisor to a student organization must be a full-time faculty or staff member. Part-time faculty/staff or other full-time employees may serve as co- advisors to student organizations.

New organizations are required to draft by-laws carefully, clearly specifying terms of office and requirements for membership and holding office. When by-laws have been approved, the by-laws are filed and become the official reference copy of Campus Life Coordinator. Changes will not be recognized without approval of Campus Life Coordinator. In the event of any controversy within the group, the official copy will be used to determine any point(s) in question.

### Student Organization Responsibilities and Requirements

Organizations may not restrict membership on the basis of race, creed, religion, age, social status, color, gender, or sexual orientation. All student organizations, their officers, and members are expressly forbidden from engaging in any form of hazing, on or off campus. Hazing means any action that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into, affiliation with, or participation in the organization. Organizations must ensure all actions of the organization are in accordance with College regulations and policies pertaining to student behavior.

At the beginning of each term, student organizations are responsible for submitting to the Campus Life Coordinator a [Member Update Form](#). The form must be submitted electronically as file attachments by email to Campus Life Coordinator. Organizations failing to update their membership roster by the end of the second month of a major term (Fall/Spring) will be inactive until the forms have been submitted to Campus Life.

Student organizations have the responsibility to make clear to the public that their programs and opinions do not necessarily reflect the views of CGTC as an institution. Therefore, students operate

within the framework of a concerned academic community whose members have certain guaranteed rights and responsibilities. Students possess varying degrees of experience and academic expertise. Students should refrain from unilateral actions that have a direct effect upon other segments of the College community.

Each student organization is required to send a representative to Student Government Association (SGA) meetings. SGA meetings are held monthly. Failure to attend an SGA meeting may result in the loss of funding or recognition as an active student organization. Each organization need not send the same person to all meetings so long as there is a student representative in attendance.

Each student organization is required to participate in the Campus Life activities each semester. Campus Life activities are an opportunity for each student organization to showcase to other students the opportunities offered by the student organization. Each student organization is required to have at least three general membership meetings per major term (Fall & Spring semesters). The meeting must be announced to the general student population at least two weeks in advance by submitting flyers to marketing (minimum of 2 weeks notification required) and including the membership meeting on CGTC web calendar.

All activities that are in any way publicized on the campus, discussed in organization meetings, financed from organization funds, arranged in the name of a student organization or of the College, or are in any way associated with the College, are considered organization activities and are subject to all College policies.

Organizations should hold all meetings and plan all activities and events in consultation with the advisor of the organization. The advisor must supervise all activities and events of the organization as required by policy (all on and off-campus activities).

Club and organization activities must be registered with Campus Life. Club and organization should submit form for approval to Campus Life for an activity or event at least four weeks prior to the date of the proposed activity. Major events will require six weeks advance notice. Only approved activities and events may be held. The form is also used to request media, graphic, campus services, hospitality, or purchasing services. Student organizations may reserve facilities on campus for meetings and activities they sponsor.

In the event of an off-campus activity or meeting, appropriate forms must be completed by each student member attending the event and submitted to Campus Life four weeks in advance along with Public Safety notified. The advisor of the student organization and/or designee must be present at the off-campus event.

Any student organization may invite speakers to meetings. If an organization wishes to bring a speaker on campus for a general presentation, proper arrangements should be made through Campus Life.

### **Budget & Financial Responsibilities**

The Campus Life budget allocation provides funds to create an environment in which students and student organizations are aided in social, cultural, intellectual, recreational, governance programs, services, supplies, travel and promotion. The allocation allows students to take responsibility in the

decision-making process of how the organization funding is spent as well as develop leadership and organizational skills. The Campus Life budget allocation for student organizations is determined by the executive board of the Student Government Association each fiscal year based on the recommendation of the Campus Life Coordinator.

All events or activities funded by the Campus Life budget allocation process must be accessible to the entire student body and/or used to further the purposes for which the student organization was founded. Allocations from Campus Life may not be used for the following: donation to any organization or philanthropy; alcohol and tobacco; tips/gratuities; prize money/scholarships; banquet related items held outside CGTC; expenditures in support of or against a candidate seeking an elected office (campus, community, state or national); membership fees or for local/national/international membership dues; and expenditures towards functions hosted in private residences. The Campus Life office reserves the right to place additional restrictions on expenditures to ensure adherence to College policies and procedures.

Registered student organizations and clubs may request funds to support student organization events and travel. Please contact an advisor for Student Government Association (SGA) to request for the student representative of the organization or club to be placed on the next SGA meeting agenda. The student representative or other student member designee will be expected to speak with SGA about the rationale for the funding request and answer any questions SGA may have about the funding request. The SGA will vote on whether to approve or deny the request made and if approved, the dollar amount.

In order to avoid any conflict of interest, any SGA representative that will directly benefit from the allocation request must abstain from the vote on that specific request. Faculty/staff advisors will also abstain from presenting or speaking on behalf of student organization members making an allocation request during the SGA meeting. However, student organization members may freely consult their faculty/staff advisor as needed.

### **Club Funds**

All funds for student clubs and/or organizations are to be maintained in an agency fund within the college's accounting system. These funds belong to the student club and/or organization and the student club and/or organization must approve any receipts or expenditures. Funds associated with student organizations should be used to support activities that are based in the student organizations. Students should not only participate in the organization's activities but also be involved in managing and directing the organization's activities.

In order to establish a new student club and/or organization account, please email Campus Life Coordinator and the coordinator will email the business office to open an account to establish a fund source number from the Technical College System of Georgia. Any disbursement from the club's funds must be approved at the student club and/or organization meetings according to that specific club's bylaws. The advisor or club representative shall submit a purchase requisition or a request for payment with appropriate signatures to the accounting office along with the copy of the minutes from the meeting in which the expenditures were approved. There is a two-week processing time for any disbursement requests.

All records of disbursements in any student club and/or organization account shall be retained by the Business Office and recorded in the accounting system supported by the state of Georgia. Each month, or upon request, a statement of the clubs' accounts shall be given to the club advisors. The Business Office administration shall provide the committee with the amount of funds which has been collected each semester; the committee shall use this information to prepare an annual budget and amendments thereto as the year progresses. Each college shall maintain the documentation for receipts and disbursements for these funds according to the record retention guidelines for the college, the Technical College System of Georgia and the State of Georgia.

## **Fundraisers**

Student organizations are restricted from opening bank accounts off-campus. All club and/or organization accounts are maintained by CGTC Business Office. Registered student organizations at CGTC that collect funds must release funds to CGTC Business Office.

Cash and/or checks for deposit should be submitted to CGTC Business Office; make sure to ask the business office for a receipt. All checks must be made payable to "CGTC-Club Name." Write your fund code in the memo area of the check. Submit a Club/Organization [Activity Request Form](#) at least two weeks before any fundraising event to Campus Life. Requests for fundraising are honored on a first come, first served basis. Items to be sold must be approved by Campus Life. The organization is responsible for buying/providing all extra supplies needed for any event. All money collected from fundraising must be deposited in CGTC club and/or organization account via CGTC Business Office.

## **Marketing**

All activities in any way publicized on the campus, discussed in organization meetings, financed from organizational funds, arranged in the name of a student organization, or of the College, or are in any way associated with the College are considered organization activities and are subject to all College policies. Consult with a Campus Life Coordinator regarding questions about policies and procedures to be followed. All of organization's marketing information should be created via CGTC marketing department.

Student organization are encouraged to place official events on CGTC web calendar to increase organization's exposure and student participation. Please visit iNet for HelpDesk ticket for marketing needs once activity has been approved by Campus Life Coordinator. Please list the name and contact information for the student organization advisor in the Alternate Contact Information.

## **Inactive Student Organizations**

At the beginning of each term, student organizations are responsible for submitting to the Campus Life Coordinator a [Member Update Form](#). Advisor must electronically submit the form as attachments by email to Campus Life Coordinator. Organizations failing to update their membership roster for Fall/Spring semesters will be considered inactive. After an organization has been considered inactive during two major terms, (Fall/Spring terms), any funds in the student organization fund account will be transferred to the Campus Life.

## **Student Travel Guidelines and Procedures**

All organizations must adhere to the CGTC Code of Conduct. The student organization must be officially registered with the Campus Life Department. All travel requests must support the student organization's goals and mission. Travel funds must be used for travel to regular conferences or workshops sponsored by national, state or local organizations and approved by the College, or instances where students receive special recognition or represent CGTC. Travel funding may only be used for airfare/mileage, car/van rental, meals, lodging, and conference registrations.

Students must be accompanied by and travel with a full-time faculty or staff sponsor/chaperone. All advisors/chaperones accompanying students on trips shall complete a Professional Leave Form to cover the period they will be away from campus. This form must be turned into the appropriate departmental supervisor for approval and then forwarded to the Campus Life Coordinator with all travel paperwork.

Advisors/chaperones shall ensure that each student fills out all appropriate forms at any time students are leaving campus on a College sponsored trip. All travel forms and supporting information (i.e., conference registration forms, conference information, travel itineraries and estimated costs) must be completed and submitted to the Campus Life Coordinator at least four (4) weeks prior to the travel date with all student/advisor signatures and documentation. If travel funds are being requested please email Campus Life Coordinator. It is the responsibility of student organizations to complete all travel forms.

All student groups or individual students shall travel either by plane, train, bus, rental car, or campus vehicle. Exceptions to travel by private car require prior approval from the Campus Life Coordinator. Only those individuals riding in a commercial, rental or college vehicle are covered by the College comprehensive insurance while in transit.

Students (regardless of age) shall be under the direction of the advisor(s)/chaperone(s) while on trips away from the campus. Advisor(s)/Chaperone(s) shall ensure that all students conduct themselves as worthy representatives of the College and make students aware of appropriate dress requirements during the event.

Students are required to adhere to all other provisions of the Students' Rights and Responsibilities Code of Conduct at all times while participating in College sponsored activities. Consumption of alcoholic beverages is not permitted during any College sponsored activity. Students must be enrolled during the semester of travel. Students must be in clear academic standing in order to be eligible for student travel, regardless of funding source.

Student organizations will be financially responsible for any expenses not recoupable due to a student's withdrawal from student travel.

## **Student Organization Advisor Responsibilities**

- By signing on the [Registration Form](#), a full-time faculty or staff member agrees to serve as advisor to a student club or organization.
- Be familiar with the contents of the Code of Conduct.
- Assist with the formulation and/or revision of the organization's by-laws.

- Ensure meetings are properly scheduled and serve as resource person at executive/general meetings of the organization.
- Advise the organization in the planning of activities and events.
- Be certain that activities and events are approved in advance through Campus Life, in accordance with established procedures.
- Supervise all activities and events of the organization as required by policy.
- Campus Life cannot approve an event if the advisor or designee will not be present. All activities of the organization must be approved through the Campus Life Coordinator.
- Work with the officers to promote efficient and effective administration within the organization.
- Assist with the development and training and/or orientation programs for new members of the organization.
- Consult with Campus Life when questions and problems regarding the organization arise.
- Advisors must be full-time faculty or staff of CGTC.
- Advisors must work closely with the Student Organization Treasurer to monitor the balance and status of accounts.

