

Club Duties and Expectations

Club attendance

1. At least **1** representative of each club must attend at least **2** SGA General Meetings per semester. In the event that a club is unable to attend an SGA General Meeting, one of that club's executive board members must give written notice to the SGA Parliamentarian **at least 48** hours in advance. If no such notice is given, the club and advisor will receive a written notice from the SGA Parliamentarian regarding that club's attendance.
2. In the event that a club misses **2** SGA General Meetings within a semester, that club shall be placed on probation for the remainder of that semester. Probation shall include a written notice of probation and a formal meeting between the SGA Executive Board, SGA Advisor, the club's president, and advisor.
3. In the event that a club misses a total of **3** SGA General Meetings within a semester, that club's funds will be frozen and shall be ineligible to request SGA funds for the remainder that semester, in addition to the following semester.
4. In the event that a club is placed on probation **2** times in one academic year, that club's SGA charter will become inactive. If a club's SGA charter becomes inactive, that club must follow the procedures for a new club.

Club Documents

5. At the beginning of every academic year, each club must submit their current Club Officers Form and Advisors Agreement Form to the Student Life and Leadership Office by the first Monday in October. Changes of officers or advisors during the semester must be submitted within one week of the change.
6. Each club must keep an updated copy of their constitution in the Student Life and Leadership Office at all times. Each club's constitution must be updated every **2** years.

Events, Travel, and Funds

7. Each club is responsible for reporting plans for any activities or events to the SGA at the SGA General Meetings.
8. All Travel Request Authorization Forms and travel fund requests must be submitted to the Director of Student Life and Leadership **at least 60** days prior to the travel date.
9. All event fund requests must be emailed to the Director of Student Life and Leadership and carbon copied (CC'ed) to the SGA Treasurer **at least 21** days prior to the event. All event forms must be submitted to the Student Life and Leadership Office **at least 21** days prior to the event. Be sure to secure funds **before** submitting an event authorization form.

10. Purchases made by students for club activities must first be approved by that club's advisor. Reimbursements for student purchases will not exceed \$100.00. Students will not be reimbursed for taxes; they can acquire a Tax Exemption Form from the Student Life and Leadership Office.

Community Service

11. Each club shall be responsible for hosting or participating in **at least 2** community service projects per year. Clubs may collaborate on community service projects. Each club must let Student Life and Leadership know about that club's participation in all community service projects prior to each event. Any hosted community service events must also follow the usual event procedure: all fund requests and the event authorization form must be submitted **at least 21** days prior to the event. Additionally, clubs must notate their community service events on the Annual Club Report in May.

Additional Information

12. All club forms can be acquired from the Student Life and Leadership Office, SC111.
13. All club members must abide by the Mercer County Community College handbook and the Student Government Association Code of Ethics.
14. No club may enter into any contractual agreement without subsequent approval by their advisor and the Director of Student Life and Leadership. Students are not permitted to sign any contracts or agreements.
15. Each club is allowed to submit a written appeal in regards to their club status to the SGA Executive Board. The SGA Executive Board must vote on the issue at the next Executive Board Meeting and send a written notice to the club within a week of the decision.
16. All SGA Executive Board Members can be contacted via email through the SGA email: **sga@mccc.edu**. Please include the Executive Board Member's position in the subject heading of the email.