Student Organization Procedures & Handbook

Office of Student Life

West Georgia Technical College

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Student Organization Registration Procedures

What is the purpose of student organizations at West Georgia Technical College?

The purpose of student organizations at West Georgia Technical College is to complement academic programs of study, and to enhance the overall educational experience of students through development of, exposure to, and participation in social, cultural, and intellectual activities.

What defines a student organization at West Georgia Technical College?

A student organization is a group of at least ten (10) currently enrolled students joined together for a common cause. All officers must be currently enrolled. Student organizations must have an advisor who is a member of the faculty / staff of the institution. Student organizations must be registered with the Office of Student Life in order to be considered active and eligible for the associated rights and privileges.

Why do student organizations need to register with the Office of Student Life?

Registration of student organizations is necessary before College facilities and/or services will be available to the organization. Registration is facilitated through the Office of Student Life (located at Murphy Office 1137A). By being a registered student organization, organizations are also eligible for funding through student activities fees as managed by the Office of Student Life and the West Georgia Tech Student Government Association (SGA). Additionally, student organizations are eligible for webpage publicity on the College website, as well as for holding sanctioned events and fundraisers on campus.

Registration of an organization does not constitute College endorsement or approval of the organization's policies, activities, or purported views. It does signify a willingness on the part of the organization to comply with state law and the rules, regulations, and policies of the Technical College System of Georgia. It is also important to note that registration as a student organization at West Georgia Technical College is a privilege and not a right.

Eligible organizations are permitted to register and maintain registration unless the College finds that the organization:

1. seeks to accomplish its objectives, goals, purposes, or activities through the use of violence; or
2. engages in activities that materially or substantially interfere with the discipline and normal activities of the College or with the rights of others; or
3. seeks personal gain; or
4. engages in activities that present a danger to property, personnel, and/or orderly function of the College; or
5. Refuses to comply with federal or state laws, Technical College System of Georgia policy, or College rules and regulations.

What are the registered student organization requirements?

Organization registration is an **ANNUAL** process with the Office of Student Activities. Annual registration should be completed by April 30th each year. Registration is official starting each fall term and allows student organizations to be active through the following summer term.

In order to register, student organizations must provide the following documents and/or meet the following criteria.

All New and returning Student Organizations must complete the "Student Organization Registration Form" available on the Student Life website: http://www.westgatech.edu/sa/policies.htm

New Organizations must provide the following (Or organizations that go through a large amount of changes from year to year)

1. Organizations must provide a copy of their working bylaws. Details on bylaws can be found in the next section of this handbook –an example of a constitution and bylaws can be found at the end of this document.
2. The registration must include a statement regarding the purpose and/or mission of the organization, to be included in the bylaws.
3. In order to complete the registration packet, organizations must disclose any state, national, or international organization affiliations.
4. As part of the registration packet, organizations must also provide the names, student ID numbers, contact information, and signature of at least ten (10) student members.
5. The registration packet also requires the naming of at least two current officers and the student organization advisor. One of these officers must be the president or chief officer of the organization as outlined by the bylaws.
6. In order to be considered complete the form must have an electronic signature from the president verifying that all information is correct to his or her knowledge.

All of these materials must be submitted online. Once an organization submits the form and any required supporting materials, this information is reviewed by the Manager of Student Life and the Vice President for Student Affairs for approval. The advisor and president of each potential student organization will be notified as to whether or not the organization is approved for the upcoming year by the Manager of Student Life. The College President has the final right to (dis)approve the registration of a student organization. Appeals from any student organization denied registration must be made to the President, in writing, via the Vice President for Student Affairs within two weeks of denial.

What must be included in student organization bylaws?

Every student organization must have an approved set of bylaws before they can be registered. Bylaws must contain certain criteria, as noted below:

1. A purpose / mission statement for the organization.
2. Affirmation that the organization adheres to the West Georgia Technical College non-discrimination policy, by listing that policy.
3. A definition of membership criteria.

4. Officer election and removal procedures, including identification of officer positions and descriptions of responsibilities.
5. Quorum standards for the organization.
6. Details of any applicable membership dues, including amount, purpose, and benefits associated with such fees.
7. A process for making amendments to the bylaws.

Note that bylaws may contain other information as deemed appropriate by each particular student organization and the above criteria are only a minimum standard. Bylaws must be signed by the advisor and an organization officer.

What is the College's Non-Discrimination policy?

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law).

What are the responsibilities of a student organization at West Georgia Technical College?

As stated above, the registering of and participation in student organizations is a privilege at West Georgia Technical College. As such, there are certain responsibilities that are undertaken when registering and functioning as a student organization. Some of those responsibilities are as follows:

1. Register your group annually
2. Accept responsibility for sponsoring and supervision of programs
3. Be familiar and adhere to the College's Student Handbook and Student Code of Conduct
4. Accept responsibility for the safe operation of all programs
5. Accept responsibility for ensuring facilities are used in accordance with College policy and are not damaged in the process of conducting organization activities
6. Ensure that all promotional materials for events, programs, and fundraisers are in line with College policy
7. Ensure that all events, programs, fundraisers have been approved by the Office of Student Life and that such events are carried out in adherence to College policy
8. Take reasonable steps to ensure that all activities of the organization comply with local, state, and national policies and regulations.

What is the policy regarding membership dues?

Student organizations may have membership dues if required by national affiliations. Other organizations may request the implementation of membership dues when registering the organization. Membership dues must be clearly addressed in the organization bylaws with inclusion of the amount of the due, purpose of that fee, and the benefits associated with membership.

Student Organization Program, Event, Fundraiser Regulations

Student organizations have the authority to host approved programs, events, and/or fundraisers that further the mission/purpose of the organization and are in line with College policies. All programs, events, and/or fundraisers that are open to the College or local community, beyond the student organization membership must be approved by the Manager of Student Life and the Vice President for Student Affairs.

How does a student organization request approval for a *program or activity*?

Student organizations who wish to sponsor a program or activity that will be open to the College or local community beyond their membership, must submit an "Event Request" form to the Office of Student Life. This form can be obtained from the Office of Student Life or the office website at http://www.westgatech.edu/sa. As part of the request form, student organizations must provide full event details, including:

1. name of event
2. purpose of the activity
3. intended audience for the activity
4. desired outcome for participants
5. any costs associated with the event and how those costs will be covered
6. date and time of the event
7. desired location for the activity
8. any set-up needed for the event (ie. tables, chairs, projection, etc.).

If two or more student organizations wish to partner in order to offer a program or activity, both organizations should submit an "Event Request" form and note the partnership in the program explanation.

Note that student organizations must submit an "Event Request" form and supplementary documents no later than two weeks prior to the event. Organizations are encouraged to have even more lead time so that the program or activity can be properly publicized. Publicity is outlined in a separate section of this handbook.

Once a program or activity has been approved the Manager of Student Life will notify the student organization advisor, as well as the student contact noted on the request form by email. At that juncture, publicity can begin, based on the "Student Organization Publicity Regulations" outlined in the "Student Organization Handbook".

How does a student organization request approval for a *fundraiser*?

Student organizations may want to hold a fundraiser in order to supplement their student activity fee allocation as they work to promote their organization purpose/mission, or in order to provide funding to charitable causes. Student organizations who wish to host a fundraiser must submit a "Request for Fundraising" form to the Office of Student Life. This form can be obtained from the Office of Student Life or the office website at

http://www.westgatech.edu/sa. As part of the request form, student organizations must provide full fundraising details, including:

1. name of event
2. purpose of the activity (how the funds raised will be used)
3. information on the item(s) being sold or service provided
4. how initial inventory will be acquired
5. date and time of the fundraiser
6. desired location for the fundraiser
7. any set-up needed for the fundraiser (ie. tables, chairs, projection, etc.).

If two or more student organizations wish to partner in order to conduct a fundraiser both organizations should submit a "Request for Fundraising" form and note the partnership in the explanation of purpose.

Note that student organizations must submit "Request for Fundraising" forms and supplementary documents no later than two weeks prior to the event. Organizations are encouraged to have even more lead time so that the fundraiser can be properly publicized. Publicity is outlined in a separate section of this handbook.

Once a fundraiser has been approved the Manager of Student Life and VP of Student Affairs the Manager of Student Life will notify the student organization advisor, as well as the student contact noted on the request form by email. At that juncture, publicity can begin, based on the "Student Organization Publicity Regulations" outlined in the "Student Organization Handbook". Details for depositing funds raised are outlined in the funding portion of this handbook.

What guidelines do I follow if I need to sign a contract for an off-campus program?

If a contract for a venue and/or caterer need to signed for an off-campus event, the process will depend on how the costs associated with that contract are being paid. If allocation account funds are being used, then the contract will need to be submitted to the Manager of Student Life. The Manager will handle the contract review and obtain the appropriate institutional signatures. Once the contract has the signatures it will be returned to the student organization representative for processing with the venue. Students nor student organization advisors can sign contracts being paid for by allocation funds.

Student Organization Publicity Regulations

What opportunities are there for marketing and/or promoting a student organization and their programming?

Student organizations often have a need to promote their approved programs, events, and fundraisers, or to promote their organization's existence in order to gain membership. West Georgia Technical College sanctions several forms of promotion for such approved activities, including: the College website, informational monitors, Stall News, emails from the Office of Student Life, and the hanging of posters on campuses.
Note that prior to promoting a program, event, and/or fundraiser – that activity must be approved. For details on the approval process, please see the "Student Organization Program, Event, Fundraiser Regulations" section of this handbook.

What are the procedures and/or regulations regarding each form of promotion available to student organizations?

In general, all publicity must include certain pertinent details of the program, event, or fundraiser being promoted. These details include:

1. Name of sponsoring student organization(s)
2. Name of the program, event, and/or fundraiser
3. Date, Time, Location of the program, event, and/or fundraiser
4. Costs associated with the program, event, and/or fundraiser – if applicable
5. Contact information for questions.

For specific regulations and procedures for the various sanctioned forms of promotion, see below.

What are the procedures and/or regulations for promotion via the *College website* and Press Releases?

Registered student organizations are allowed to promote events via the College website or request Press Releases. The information listed below must be submitted to the Manager of Student Life. The Manager will send the information to Institutional Advancement for approval and immediate release.
1. Student organization name
2. A photo or image representing the organization (often a photo from an event, a photo of students in the group, or an image of the organization logo, etc. if available)
3. A statement of the purpose and/or mission of the organization
4. A list and/or explanation of activity
5. Pertinent contact information for the advisor and officers

What are the procedures and/or regulations for promotion via the *College's informational monitors*?

The College operates informational monitors located in various areas on the College's campuses. These monitors are used to share information with students, faculty, and staff.

Student organizations have the opportunity to put information about their programs, events, and/or fundraisers on these monitors. In order for this to happen, organizations should send an electronic copy of their approved program, event, and/or fundraising flier to the Manager of Student Life, requesting it be on the monitors, by no later than noon on the Thursday prior to the week that you would like it to appear. The Manager of Student Life will then forward all requests to Institutional Advancement.

What are the procedures and/or regulations for promotion via *Stall News*?

The Stall News is a promotional document produced out of the Office of Student Life. This document is, in essence, a calendar of all student activities and student organization programs, events, and/or fundraisers coming up for a particular period of time. Generally, the Stall News is created and distributed around campus on a monthly basis (at the start of each month). All student organization events, programs, and/or fundraisers that have been approved by the Office of Student Life at the time of publication and will take place prior to the next publication will automatically be listed on this resource.

What are the procedures and/or regulations for promotion via *emails from the Office of Student Life*?

The Manager of Student Activities sends an email to all registered students on a regular basis, highlighting upcoming programs, events, and/or fundraisers that are being offered by the Office of Student Life or any registered student organizations. Any program, event, and/or fundraiser that has been approved by the Office of Student Life will automatically be listed in the upcoming events email, so, student organizations do not need to take any extra measures to have such activities highlighted in the upcoming events email.

What are the procedures and/or regulations for promotion via the use of *posters*?

Student organizations may promote approved programs, events, and/or fundraisers by placing posters throughout campus. Before student organizations can place posters throughout campus, those posters must be approved by the Office of Student Life. In order to be approved, posters must include the following:
1. Name of sponsoring student organization(s)
2. Name of the program, event, and/or fundraiser
3. Date, Time, Location of the program, event, and/or fundraiser
4. Costs associated with the program, event, and/or fundraiser – if applicable
5. Contact information for questions.

Posters must be submitted electronically to the Office of Student Life along with a completed "Request to Poster" form. This form can be obtain from the Office of Student Life or the office website at http://www.westgatech.edu/sa

Posters and requests to post are approved by the Manager of Student Life and Institutional Advancement to ensure that all pertinent details are provided, as well as the overall appropriateness of the post. Approved posters will be stamped with approval and an expiration date before they can be posted. Student organizations can either provide a single copy of posters with the "Request to Poster" form or then make copies of that document once it has

been stamped OR they can provide multiple copies to be separately stamped. Once approval has been granted, organizations will be contacted by email to pick up the approved documents for posting.

Posters can only be placed in approved locations. These include bulletin boards throughout campus that are designated for marketing. Posters are not allowed to be placed on doors or windows. Further, as indicated above, posters are noted with an expiration date and will be removed after that date. Student organizations are asked to remove their own posters. However, on a weekly basis, staff from the Office of Student Life will review all postings and remove any that are not properly approved or have expired.

Student Organization Funding Regulations

When a student organization is chartered and registered, a budget line is created for that organization by the department of Student Life. This account shall hold any student organization funds that are allocated from student activity fees per approval of SGA. Please note these funds do not accumulate and roll over each year. (*Note that student organizations are NOT permitted to have checking, savings, or other financial accounts with banks or other agencies.)*

What types of funding are available to support student organization activities?

Registered student organizations can fund their activities in a variety of ways. The primary funding source for registered student organizations is through yearly budget allocations from student activity fee dollars as managed by the Student Government Association (SGA). Registered student organizations may also request special, one-time funding from SGA for specific initiatives. Additionally, student organizations can hold approved fundraisers to support their activities.

What is the process for obtaining a budget allocation from *student activity fee dollars*?

Each term, West Georgia Technical College students pay a student activity fee. This money is managed by the West Georgia Tech Student Government Association (SGA) and is used for a variety of purposes, one of which is to support the work of student organizations.
Student organization budget allocation is an **ANNUAL** process with the Office of Student Life. This process takes place simultaneously with annual student organization registration. Annual requests for budget allocations should be completed by April 15th for funds desired for the next academic year.
In order to request a budget allocation from student activity fee dollars, student organizations must complete the "Request for Funding," form available from the Office of Student Life or the office website at http://www.westgatech.edu/sa.

Once an organization submits a completed "Request for Funding Form" and supporting materials to the Office of Student Life, this information is reviewed by the SGA Finance Committee, the Manager of Student Life, the Vice President for Student Affairs, and the College President as part of their annual budget approval process for student activity fees. The advisor of each student organization will be notified by the Manager of Student Life as to whether or not the organization has been provided an allocation, and, if so, the amount of that allocation. This decision is made based on the history of the organizations activities, fiscal responsibility, overall programming, and the budget proposed for the upcoming year. It is important to note that the SGA Officers have the final vote regarding the allocation of student activity fees to student organizations and that the Manager of Student Life, the Vice President for Student Affairs, and the College President serve only as advisors and consultants in the process.

What is the process for obtaining a *special, one-time funding allocation* from the West Georgia Technical College Student Government Association (SGA)?

Registered student organizations are eligible to request and obtain special, one-time funding from SGA for special initiatives to supplement their budget allocation and/or fundraising

initiatives. The process for requesting these special funds is ongoing and requests for such dollars can be submitted at any time. Note, however, that there is a two week turnaround time on the decision as to whether or not funds will be provided and organizations are encouraged to plan accordingly.

In order to request a special funding from SGA, student organizations must provide the following documents and/or meet the following criteria.

1. Complete the "Student Organization Special Funding Request" form, available from the Office of Student Life or the office website at http://www.westgatech.edu/sa
2. As part of this process, student organizations must provide current year's budget, including what funds have been received and how funds have been spent to this point.
3. Organizations must also provide a detailed rationale for needing the funds, as well as specifics on how they will be used.
4. In order to be considered complete, the "Student Organization Special Funding Request" form must contain the signature of the organization advisor and president.

Once an organization submits a completed "Student Organization Special Funding Request" form and supporting materials to the Office of Student Life, this information is reviewed by Manager of Student Life. The Manager will inform the organization of the next scheduled Student Government Association meeting. During this meeting a member of the student organization requesting funds should be present to make the request on behalf of the group and answer any pertinent questions that may arise. At this time, SGA Officers will vote as to whether or not the request will be funded and at what dollar amount. The advisor and president of the student organization will be notified by the Manager of Student Life as to whether or not the organization has been provided an allocation, and, if so, the amount of that allocation. It is important to note that the SGA Officers have the final vote regarding the allocation of student activity fees to student organizations and that the Manager of Student Life serves only as an advisor and consultant in the process.

If a student organization request is approved, the Student Life Manager will provide the organization with documentation supporting the approved request.

What is the process for obtaining funds through *fundraising*?

Please see fundraising regulations in the earlier sections of this handbook.

Any funds raised through fundraising must be deposited in the student organizations account with West Georgia Technical College. In order for funds to be deposited the student organization must complete a "Student Organization Account Deposit" form, available from the Office of Student Life or the office website at www.westgatech.edu/sa. This form, along with the deposit should be submitted to the Cashier on your respective campus.

How funds are expended from student organization allocation accounts with the Business Office?

Funds that have been allocated to the student organizations are placed in an account with the Business Office. Student Organization advisors are provided with the account number and the funds in this account can be accessed and used by following the College's normal purchasing procedures. Students should work with advisors to complete the appropriate paperwork for expenditures, following appropriate College procedures. Travel reimbursements can be done, through the normal reimbursement process. Likewise, a Purchase Requisition form and procedure can be followed for purchases which require a PO number (which is most expenses). West Georgia Technical College uses an online system to manage Purchase Requisitions and Purchase Orders. Students do not have access to these systems. Therefore, the advisor of the organization or the Office of Student Life must complete these request.

Student Organization Travel and Conference Regulations

Registered student organizations may wish to travel to conferences and/or meetings as a group or to send individual students to represent them at such events. Such travel is permitted, but several regulations apply to these endeavors in order to both protect students and the College, and to maintain fiscal responsibility. Much of the travel that is sponsored by student organizations is funded by student organization allocations or special allocations of student activity fees through the West Georgia Technical College Student Government Association (SGA). These funding sources come with their own regulations and, in some cases, restrictions.

What paperwork needs to be completed for students to travel?

Before students can travel on a College-sponsored activity, including those sponsored by student organizations, students must complete a "Field Trip" form, available from the Office of Student Life or the office website at www.westgatech.edu/sa. This document includes a section regarding the College's Code of Conduct, a statement regarding the use of alcohol and drugs, the designation of emergency contacts, a waiver of liability, as well as the self-transport statement. A copy of this form should be kept with *the College official who is leading* the trip. A second copy of this form must be on file with the Office of Student Life prior to any student travel.

How is student organization travel funded?

Student travel to conferences or other educationally appropriate events can be funded through student organizations' yearly allocation, special, one-time allocations, and/or funds that the organization has raised through fundraising. Student organizations should work with their advisor and/or the Manager of Student Life to be certain that the proper paperwork is completed to access student organization funds for travel. State regulations still apply to these funds. Travel reimbursements are possible but must be approved prior to travel.
If a student organization does not have enough funds to cover the travel, they may request a special, one-time funding allocation as outlined in an earlier section of this handbook.

What is the process for student organization advisors to obtain permission and authorization for student organization travel?

West Georgia Technical College recognizes that student organization advisors are balancing many roles with the college. When an advisor plans to travel for a student organization event, several college officials must be aware of this and make appropriate arrangements. For example, the Manager of Student Life must work with SGA to approve the Student Organization Special Funding Request to cover the cost of the travel, the direct supervisor of the advisor and the appropriate Vice President must approve the leave plan, in some cases the state must approve the leave plan, etc.

When student organization advisors are requesting to travel with a student organization the following process must be followed.
1. Advisors must notify the Office of Student Life at least one month in advance.

2. Advisors must complete an "Out Of State Travel Request Form," available through KnightShare.
3. This form should request funds for the advisor travel expenses and provide appropriate documentation of exact expenses.
4. Advisors must submit official documentation that provides details of the conference, competition, or other travel related event.

All of these materials should be submitted to the Office of Student Life at least one month in advance of travel. Upon receipt, the Manager of Student Life will verify the travel with all appropriate College officials and process the funding request through SGA.
Advisors should enter this process early and await final approval of their travel before students or advisors make final travel arrangements.

What are the options for transportation to and from Conferences or other locations?

Registered student organization advisors are able to reserve state vehicles to transport students. Note that all drivers must be approved to drive a state vehicle through the Office of Human Resources and that only College employees are eligible for this approval. **Students are never allowed to drive state vehicles.** Traveling as a group in a state vehicle is the recommended method of travel, however, the College recognizes that there are times when students may need to drive themselves to events. In these cases the student takes on their own liability in transportation and all of the travel documents still need to be completed by the students. Permission for students to drive themselves to events must be approved by the Manager of Student Life two weeks in advance. Students must complete the "Self- Transport Statement" which is attached to the "Field Trip Form". Note that student organization funds are NOT able to be used to subsidize student transportation in their personal vehicles. For trips that are not within driving distance, air travel is an option. Transportation to and from the airport must follow the guidelines outlined above. Student organization advisors or a designated college official must travel with students at all times.

What policies are in effect during student organization travel?

Students are responsible for abiding by all College policies and regulations while on institutionally sanctioned trips. This includes, but is not limited to the Student Code of Conduct as outlined in the College catalog. Students who violate the Code of Conduct are subject to sanctions as outlined in that document and may be sent home from the trip if the violation warrants such dismissal.

What should be done if an emergency occurs during the student organization travel?

If an emergency such as a student or staff illness, physical harm, or behavioral issue arises during a student trip, the Manager of Student Life should be contacted immediately. This contact should be made by phone to 770.537.5722 and / or email studentlife@westgatech.edu . Advisors should obtain the cell phone number of the Manager of Student Life prior to any travel so that they can use this as a means of communication as necessary. The Manager of Student Life shall instruct the advisors on how to handle any emergency situations and keep the rest of the College administration informed

Developing a Constitution

To assist your group, a sample constitution and explanation of each section of a constitution has been prepared for your use. The sample constitution is only an example, and should not be used as a "fill-in" form. Should you require further assistance in the preparation of your constitution, contact the **Office of Student Life at: studentlife@westgatech.edu or call: 770-537-5722**.

A constitution is the basic framework of an organization. It should state the purpose of the organization, and should indicate the number of officers, the method of their selection, requirements for membership and other general operating procedures which might be subject to frequent change. Detailed methods of doing business and specific rules belong in a document called the BYLAWS. For example: The constitution would establish the fact that dues are a requirement for membership and would outline the method of determining the amount of dues. The bylaws would then state the specific dues structure.

CONSTITUTION

Article I. NAME

The name of the organization should reflect the nature of the organization.

Article II. PURPOSE

This section should state the purpose, aims, and functions of the organization.

Article III. MEMBERSHIP & DUES

This section should state the requirements and size limitations of the membership and the dues structure, if any.

Article IV. OFFICERS

This section should be a list of the officer positions and the duration of terms. Also provisions should be for vacancies of office. Names should never appear in the constitution, only the positions.

Article V. FISCAL AGENT/FACULTY CONSULTANT

This section should state the procedure for selecting a faculty consultant and would explain the procedures for selection of a fiscal agent, if applicable.

Article VI. MEETINGS

This article should state the provisions for a regular meeting time, as well as any provisions to be made for calling special meetings. The officer position which has the authority to call meetings should be stated here.

Article VII. QUORUM

This section would set down the rules pertaining to the number of members, or the percentage of the membership required to be present to transact business.

Article VIII. AMENDMENTS

Amending the constitution should not be a simple process for the sake of the stability of the organization. All amendments are subject to final approval by the appropriate governing body.

Article IX. RATIFICATION

This section would state the requirements for ratification of the constitution of the newly formed organization.

BYLAWS

The by-laws would contain:

1. Detailed material concerning members, rights, duties, expulsion and resignation procedure.
2. Provisions for honorary members if the group so desires.
3. Provisions for membership fees, dues and assessments, if there are to be any, should be written in detail.
4. Names of the standing committees, if any, and the method of choosing the Chairpersons and committee members. The duties of the Committee(s) should also be stated here.
5. A provision for some accepted rules of order for parliamentary procedures, such as Robert's Rules of Order, should be included.
6. A method to amend the bylaws, usually a majority vote.

SAMPLE CONSTITUTION

ARTICLE I. NAME

Section 1. The name of this organization shall be the West Georgia Technical College Student Organization.

ARTICLE II. PURPOSES

Section 1. The purpose of this organization shall be:

1.
2.

ARTICLE III. MEMBERSHIP AND DUES

Section 1. Membership in this organization shall be open to all West Georgia Technical College students, faculty, and staff.

Section 2. Membership shall be maintained by the payment of dues which are established by the Executive Committee, (or decided by the membership or there shall be no dues.)

ARTICLE IV. OFFICERS

Section 1. The officers of the organizations shall consist of a President, aVice President, a Secretary, and Treasurer.

Section 2. Duties and Powers:

a. The duties of the president shall be **(FOR EXAMPLE)** to preside at all meetings, call special meetings, to appoint committees, etc.
b. The duties of the vice president shall be **(FOR EXAMPLE)** to perform all duties of the president in his/her absence, to serve as program chairman, etc.
c. The duties of the secretary shall be **(FOR EXAMPLE)** to keep an accurate, permanent record of the minutes and proceeding of the organization, to take charge of all correspondence, to make necessary reports, etc.
d. The duties of the treasurer shall be **(FOR EXAMPLE)** to keep an accurate and complete record of all monetary transaction, to col 4 lect the club dues, etc.The Treasurer must disburse fund money in accordance with the regulations of the University.
e. Include any other officers as decided by the club.

Section 3. Election of Officers:

a. The officers shall be elected at the next to the last regular meeting of the academic year or a Steering Committee should be appointed to provide leadership until officers are elected, or as provided for by each organization.
b. State any qualifications necessary to hold office.
c. The candidates shall be nominated in the following manner: **(FOR EXAMPLE)** a nominating committee, nominations from the floor, or a combination of both of these.
d. Voting shall be by ballot vote,show of hands, oral vote, or etc. as decided by the club.
e. A majority of 3/4 or 2/3 of all votes cast shall be necessary for election (One of these should be specified).

ARTICLE V. FISCAL AGENT/FACULTY CONSULTANT

Section 1. The selection of a faculty consultant is required of the individual organization.

Section 2. All registered student organizations who receive student fees are required to have a fiscal agent. The fiscal agent is selected in accordance with University regulations.

ARTICLE VI. MEETINGS

Section 1. The West Georgia Technical College Student Organization shall meet (once a month, the 1st and 3rd Tuesday of each month, the 2nd and 4thWednesday of each month, etc.), as decided by the organization.

ARTICLE VII. QUORUM

Section 1. (2/3, 3/4, etc.) of the members of this organization shall constitute a quorum to transact business.

ARTICLE VIII AMENDMENTS

Section 1. Proposed amendments shall be in writing and read at a regular meeting and shall be acted upon at the following meeting.

Section 2. This Constitution may be amended by a majority vote of 2/3 of those at the meeting.

ARTICLE IX. RATIFICATION

Section 1. A 2/3 majority of those present at the first meeting of the newly formed organization will be necessary to ratify this constitution.