

Student
Government Association
Constitution

Article I- Name

The name of this organization shall be the Student Government Association of Medaille College. Within this constitution, this organization may be referred to as the Government or S.G.A.

Article II- Mission

We, the Student Government Association of Medaille College, are the official representative voice of the student body. We bridge the communication between students and the collective Medaille community by creating opportunities for student engagement and facilitating a positive college experience.

Article III- Purpose

The primary purpose of this organization shall be to serve as the official representative organization of the student body; to serve as the liaison between the student body and faculty, administration, and the Office of Student Development; to preserve and enhance the projects and activities which contribute to the quality of student life; to supervise student organizations and student activities on campus with the assistance of the Student Involvement Center; to protect the rights of the student as defined within the student handbook; and promote the general welfare of the student body. It is for the pursuit of these goals and for the promotion of the general welfare of the student body, that the students, with the consent and authorization of the President of Medaille College, establish this constitution.

Article IV- Authority

The Student Government Association of Medaille College and its constitution derive their authority from the consent of the student body and the approval of the college President. This document shall serve as the supreme authority of the S.G.A.

Article V- Membership

Section 1- The Medaille College Student Government Association shall consist of the:

- (a) Executive Board
- (b) Senators/ Representatives

Section 2- The Executive Board shall consist of the:

- (a) President
- (b) Vice President
- (c) Treasurer
- (d) Secretary

Section 3- The Senators shall consist of twelve (12) full-time senators, and four (4) first-year students (or freshmen), elected by the student body, for a total of sixteen (16) senators.

Section 4- The Club and Organization Representatives shall consist of one (1) Executive Board member from each recognized club or organization on campus, to be chosen by

those clubs and organizations. These representatives shall also make the appropriate contact to the S.G.A. Club Council Officer, as deemed appropriate.

Article VI- Advisors

- (a) The Coordinator of Student Involvement will serve as Advisor to the S.G.A. In their absence, the Assistant Dean for Student Development shall serve as Advisor.
- (b) The S.G.A. Advisor is expected to share the responsibilities of S.G.A. and act as a source of information regarding programming, college policies, and campus issues.
- (c) The Advisor must approve/sign all contracts and any other responsibilities involving S.G.A. which have legal ramifications.
- (d) The Advisor has the ultimate responsibility for ensuring the appropriate expenditure of funds, balancing the S.G.A. budget on an annual basis, and maintaining appropriate financial records in conjunction with the S.G.A. Treasurer.
- (e) The Assistant Dean for Student Development will serve as the liaisons between the S.G.A., the Office of Student Development, the President, and the Office of Academic Affairs.
- (f) The Advisor provides the training and leadership development of S.G.A.
- (g) The Advisor will act in the best interest of S.G.A. at all times.

Article VII- Powers

Section 1- The Student Government shall have the following powers:

- (a) To act as the sole official representative body of the Medaille College undergraduate student body enrolled at the Buffalo Campus.
- (b) To appropriate, review, and allocate funds, enter agreements, and conclude contracts.
- (c) To assist and oversee official extra-curricular activities.
- (d) To assist and oversee all officially recognized student organizations.
- (e) To provide such services to the student body as, from time to time deemed fitting.
- (f) To commission subordinate committees it considers appropriate (the Chairman is responsible for recruiting the committee personnel) and ensuring the completion of the committee objective. The committees are subject to the authority of the S.G.A. Its' members do not have to be elected representatives of the Government.
- (g) To nominate students to the College Committees as appropriate (these students need not be members, and are subject to the authority of the Student Government).
- (h) To establish any ordinances, regulations, procedures, or penalties (not inconsistent with College, State, or Federal law) necessary and proper to execute these powers, including the execution of S.G.A. elections.

Section 2- The Executive Board as a whole shall have the following powers:

- (a) To render decisions, appropriate funds, and pass legislation in emergency situations, as deemed by the Advisor.
- (b) To call Executive Board meetings, with the opening of meetings to non-Executive Board members left to the discretion of the committee.
- (c) To act as the Finance Committee when it is deemed necessary.
- (d) To granting student organizations official recognition.
- (e) To meet at least once every week of the academic year, and it is to be chaired by the President of S.G.A.
- (f) All Executive Board members will be required to attend six events of other clubs. All attended events must be documented by the "Club Contract". Failure to complete this task will result in the demotion of said position.

Section 3- The President shall have the following powers and responsibilities:

- (a) To preside over and call all regular S.G.A. meetings, as well as Executive Board meetings.
- (b) To act as the official representative of the S.G.A. unless otherwise directed by a majority vote of the S.G.A. as a whole.
- (c) To appoint Chairpersons to each committee sanctioned by S.G.A., as well as committee members.
- (d) To nominate, the students to serve as the representatives on the College Committees as appropriate.
- (e) To act as the official liaison of S.G.A. to the College Board of Trustees as may be appropriate.
- (f) To nominate an existing senator to fill an empty executive board position to then be voted on by the Executive Board, and is the deciding vote in the event of a tie.

Section 4- The Vice President shall have the following powers and responsibilities:

- (a) To preside over meetings and execute presidential responsibilities in the event of the President's absence.
- (b) To serve as coordinator of student representatives to the Committees of the College.
- (c) To meet with the student representatives of the College Committees as deemed necessary.
- (d) To maintain accurate listings of student representatives to the College Committees and to aid the President of the S.G.A. in filling vacancies in these committees.
- (e) To oversee and coordinate the elections of all S.G.A. positions, unless current Vice President is running for S.G.A. position.
- (f) To assist the Student Involvement Center in the registration of new student organizations (see Article XVI).
- (g) To assist the Advisor and help maintain accurate records of all active clubs and organizations, as well as charters and constitutions of said clubs.
- (h) To serve as the immediate contact to all clubs.
- (i) Hold all Club Council meetings.

Section 5- The Treasurer shall have the following powers and responsibilities:

- (a) To be responsible for the accounting of all monies, funds, assets etc., of the S.G.A. and Student Activities Fee Fund.
- (b) To present an accurate report of all finances at each regular S.G.A. meeting.
- (c) To endorse all checks or appropriations instructed by Government body for any S.G.A. event and to secure the monies at the time of such events.
- (d) To maintain the files and record keeping of all monthly budget reports of the S.G.A.
- (e) To bring all reallocations and other requests to the whole of SGA to be voted on during meetings as needed.
- (f) To form an ad-hoc Finance Committee during club budget week.
- (g) To serve on one committee of their choosing.

Section 6- The Secretary shall have the following powers and responsibilities:

- (a) To be responsible for the taking, publishing, maintaining, and record keeping of all minutes of regular S.G.A. meetings and to present a copy of such minutes to all members of the S.G.A. and all other appropriate college personnel.
- (b) To aid in official outgoing S.G.A. correspondence, and maintain record of the aforementioned.

- (c) To record all legislation and voting of the S.G.A. during regular sessions.
- (d) To maintain the files of S.G.A. computer login, this is sga@medaille.edu.
- (e) To keep accurate records of attendance for meetings and mandatory events.
- (f) To be responsible for the additions and upkeep of a public records binder, this shall consist of the aforementioned literature.
- (g) To ensure the minutes, and agenda are emailed to all members 24 hours before meeting times.
- (h) To serve on one committee of their choosing.

Section 9- The Senators shall have the following powers and responsibilities:

- (a) To engage in full discussion, motioning, voting rights, and proper knowledge of Roberts Rules.
- (b) To serve as student representatives on one (1) S.G.A committee to pursue recommendations and legislation important to the student body. Chairpersons and committee members will be assigned by the President of S.G.A.
- (c) To volunteer as a student representative of a College Committee if necessary.
- (d) To represent the will and welfare of the electorate and assist the S.G.A. to the best of their ability
- (e) All Senators will be required to attend four events of other clubs. All attended events must be documented by the "Club Contract". Failure to complete this task will result in the demotion of said position.
- (f) All Senators must sign the Constitution, and Club Contract.

Article VIII- Representatives

Section 1- The S.G.A. Representatives shall include the following:

- (a) The Standing Committees
- (b) The Ad-Hoc Committees

Section 2- The actual membership of these committees shall be as follows:

- (a) The Committees of the College requesting student representation may be standing of Ad-Hoc Committees and any other groups (such as Search Committees), which involve student participation, will be constituted by mutual consent of the faculty, administration, and the S.G.A. There should be no more than three members to a representative position.
- (b) The Standing Committees shall consist of the following:
 1. **Athletic Representatives** - Immediate contact for all athletics.
 2. **Sustainability Representatives**- Work on making the campus more green.
 3. **Campus Improvements Representatives**- Work with facilities to bring more opportunity to campus.
 4. **Inclusion Representatives**- Work to bring everyone together on campus.
 5. **International Representatives**- Work to better the lives of International Students around campus.
 6. **Public Relations Representatives**- Give SGA a social media presence.
 7. **Programming Representatives**- Plan and execute all SGA events.
 8. The S.G.A. Academic Affairs Committee
- (c) The Ad-Hoc Committees shall consist of any special committees formed by the S.G.A. to complete ongoing functions and special purposes as deemed necessary.

Article IX- Nomination/Election Qualifications**Section 1-** The President:

- (a) Must have served at least two (2) semesters on the Medaille College S.G.A. Must be enrolled on a full-time status, defined as 12 or more credit hours for both semesters.
- (b) Must have a 2.00 cumulative G.P.A. and not be on disciplinary probation.

Section 2- All other Executive Board positions (Vice President, Secretary, Treasurer):

- (a) Must be enrolled as a full-time student and have started their third semester (sophomore status) at Medaille College.
- (b) Must have a 2.00 cumulative G.P.A. and not be on disciplinary probation.
- (c) Must hold a Senator position for two (2) semesters.

Section 3 The Upperclass Senate:

- (a) Must have a minimum of 24 credit hours or have started their third semester of college.
- (b) Must be enrolled on a full-time basis of the term in which they are to serve as defined as 12 or more credit hours.
- (c) Must have a 2.00 cumulative G.P.A. and not be on disciplinary probation.
- (d) Must be a Buffalo Campus undergraduate student to run.

Section 4- The Freshman Senate:

- (a) Must be enrolled on a full-time status defined as 12 or more credit hours.
- (b) Must have a 2.00 cumulative G.P.A. and not be on disciplinary probation.
- (c) Must be a Buffalo Campus undergraduate to run.

Section 5- To be placed on a ballot, candidates for positions on the Executive Board must return a petition containing the signatures of at least 50 students eligible to vote in that election. All other petitions must contain the signatures of at least 25 students eligible to vote in that election.

Section 6- Nominations for any position will be accepted at the designated location by the designee no later than two (2) pm on the date specified on the petition. The designated location, date, and designee will be specified on the candidate nomination and application forms.

Section 7- The voting procedures for each of the S.G.A. positions shall be as follows:

- (a) Voting shall be administered by the Vice President at designated locations for at least four (4) hours on Tuesday and Wednesday of the election week, with at least two (2) hours being in the evening on each day. Designated locations will be posted at least twenty four (24) hours before elections.
- (b) All undergraduate students enrolled at Medaille College's Buffalo Campus are eligible to vote.
- (c) Any candidate receiving a plurality of votes casted shall be declared the winner in the general election.

- (d) In the event of a tie, those candidates tying will be voted upon, within seven (7) days, in a run-off election.
- (e) Candidates may not run the voting table if their name appears on the ballot.
- (f) No candidate may post any campaign materials within seven (7) feet of the election post.
- (g) The election periods for the S.G.A. positions will be as follows:
 1. The election of the Executive Board and Upperclass senators will take place in April.
 2. Freshman elections will take place in September.
 3. Any vacancy from the spring election will be filled in September of the following year.
 4. No write-in candidacy will be accepted.

Section 8- Publicity for any election may begin after the petition has been approved by the Vice President and shall terminate upon the closing of the last day of the period. It is the responsibility of the candidates to remove their campaign material from the college area within forty-eight (48) hours after the close of voting.

Section 9- Members of the Executive Board can hold only two executive positions in any other S.G.A. funded and constitutionally recognized organization and may not take part in budget decisions.

Section 10- Election results shall be posted within forty-eight (48) hours of the closing of the election period. Election figures shall be made available upon request. Results from April election shall be announced at the End of Year Banquet.

Section 11- If a candidate is running uncontested an election need not be held. Public notification will be made in such circumstances.

Article X- Installation

Section 1- Elected members shall be sworn in on the first Monday after elections and after taking the oath of office, administered by the President of the S.G.A. Lill do 0 terms conclude at the end of spring semester. Terms run from fall to spring.

Section 2- The Freshman Senators shall be installed at the first regular meeting after the close of election week, after taking the oath of office administered by the President of the Student Government Association.

Section 3- The outgoing President shall swear in the newly elected President, who will then install all other newly elected Executive Board members and Senators.

Section 4- The Oath of Office:

“I do solemnly swear to preserve, protect, and execute the Constitution of the Medaille College Student Government Association and to execute the duties of the office of _____ [insert position] to the best of my abilities.”

Section 5- Any outgoing Executive Board members will mentor newly appointed members through the last meeting of the academic school year.

Article XI- Meetings and Training

Section 1- The S.G.A. shall meet every week during the academic year. Committee meetings may be held every other week, opposite of the S.G.A. meeting schedule, or at the discretion of the committee chair. The President reserves the right to use a seating chart at all meetings, the Executive Board in the middle and the Advisor in the front and the Senators along the side, when deemed appropriate.

Section 2- All Executive Board members are required to meet once a week. No more than three (3) absences at Executive Board meetings are permitted per semester. After two (2) absences, the Executive Board member must meet with the Advisor and President for an attendance discussion. After three (3) absences, the Executive Board member will be removed from office. The removed member will have a period of one (1) week to contest the dismissal. Contested dismissals will be reviewed and voted upon by the S.G.A., with a two-thirds majority vote restoring their status.

Section 3- All meetings shall be open to the entire Student Body and all college personnel, including Alumni, unless otherwise specified.

Section 4- Meeting procedures shall follow the latest edition of Robert's Rules of Order, unless otherwise set forth by this Constitution or its By-Laws.

Section 5- One-half of the elected government members plus one (1), will constitute a quorum during academic sessions.

Section 6- All S.G.A. members – both Senators and Executive Board members – are required to attend all weekly general S.G.A. meetings. An S.G.A. member will be considered absent from a meeting if he or she is more than fifteen (15) minutes late. No more than three (3) absences at general meetings are permitted per semester. After one (1) absence, the S.G.A. member must meet with the Advisor and President for an attendance discussion. After three (3) absences, the S.G.A. member will be removed from office. The removed member will have a period of one (1) week to contest the dismissal. Contested dismissals will be reviewed and voted upon by the S.G.A., with a two-thirds majority vote restoring their status.

Section 7- S.G.A. training will be held upon election and is mandatory for each elected member.

Section 8- Dress Code: Business formal appropriate, no shorts, see through tops, hoodies, jeans, sweatpants, sneakers, etc.

Section 9- Cell Phone Policy: If a member is constantly on their cell phone they will be asked to leave and report back after the meeting.

Article XII- Removal from Office

Section 1- Reasons for removal from office shall include the following:

- (a) Excessive absences, as stated in Article XII, Sections 2 and 6.
- (b) Loss of full-time status, except in the case of second semester seniors.

- (c) A blatant failure to uphold the purpose of the organization, its constitution, or this College.
- (d) Failure to fulfill all requirements of position per this constitution.

Section 2- Removal from office will have the following format:

- (a) Expulsion is automatic
 - 1. Any and all reasons deemed as expulsion by the Executive Board and advisor shall be automatic ejections from the Medaille College Student Government Association.
- (b) A written petition bearing the signatures of three-fourths (3/4) of the S.G.A., calling for the impeachment of a member, shall remove the member from their position/office.

Section 3- Appeals of all removals from office must be made within seven (7) days after receiving notification of expulsion. A three-fourths (3/4) vote of the S.G.A. members can overturn any expulsion.

Article XIII- Vacancies

If a vacancy occurs within the voting membership of the Student Government, this news is made public and a special election is held. If a case arises in which there is a vacancy in the office of the President, the Vice President assumes the Presidency until the appropriate election is held. If a vacancy within the other offices of the S.G.A. occurs, the S.G.A. may choose to appoint or conduct an internal vote to choose a S.G.A. member to temporarily fill the position until an election is held.

Article XIV- Judicial Review/Interpretation

Section 1- When necessary, the Vice President shall review the present Constitution and recommend any necessary changes, amendments, or additions to the S.G.A.

Section 2- All questions of interpretation of the Constitution shall be decided by a three-fourths (3/4) vote of the elected members of the S.G.A. as a whole.

Article XV- Amendments

Section 1- An amendment must be proposed in one of the following methods:

- (a) A majority vote of the elected members of the S.G.A. as a whole.
- (b) Ten percent of the Student Body as a whole, whose signature appears on a petition endorsing the proposal of the amendment.
- (c) A recommendation by two-thirds vote of an ad-hoc Constitution Committee.

Section 2- Ratification of a proposed amendment requires either:

- (a) A two-thirds affirmative vote of the elected S.G.A. members as a whole or
- (b) A written petition of twenty-five percent of the entire Student Body.

Section 3- An amendment shall be effective immediately upon ratification unless otherwise specified in the amendments.

Article XVI- Registration of Student Organizations

Section 1- Each year, all student organizations must register with the Student Involvement Center.

- (a) Registration will take place during the last three (3) full weeks of classes and the first three (3) full weeks of classes.
- (b) Registration includes the following:
 - 1. Proof of an updated Constitution that has been approved by the Organization and Student Government.
 - 2. A list of elected officers for the academic year.
 - 3. A signed registration agreement in which the organization promises to adhere to all policies set forth by the Office of Student Development (i.e. sign policy, budgeting restrictions, event registration, etc.)
 - 4. All new clubs will receive a starting budget, determined by S.G.A, with a recommendation from the Treasurer.
- (c) Non- Traditional Clubs will be clubs recognized by Student Government, but they do not have a budget. At any time they can apply for a budget.

Section 2- Should an S.G.A recognized organization, or an organization seeking S.G.A recognition, fails to register with the Student Involvement Center, the organization will:

- (a) Be declared inactive for the academic year; relinquishing all rights and privileges of recognition.
- (b) Not be permitted to sponsor events.
- (c) Not receive funds from the Student Government.
- (d) Be unable to use college facilities (classrooms, conference rooms, recreation center) unless applying for usage in the same manner as an off-campus group.

Article XVII- Financial Guidelines

Section 1- See the Medaille College S.G.A. By-Laws, Article I- Financial By-laws.

Article XIII- Effective Date

This constitution becomes effective immediately upon ratification. For a new Constitution to become effective, there must be a three-fourths (3/4) affirmative vote of the Student Government, and the approval of the Advisor.

Article XIX- By-Laws

Section 1- The Student Government may, by three-fourths (3/4) votes establish by-laws consistent with this Constitution. No offices or positions may be created, nor authority conferred, nor finances encumbered without prior approval of the Student Government.

Article I - Financial By-laws

Section 1- Requests for funds are to be prepared by the Treasurer, and subject to approval by the S.G.A.. Approval of all expenditures is the responsibility of the Membership of S.G.A., as stated in the Constitution, Article VI Section 1.

Section 2 -The annual budgeting process will be as follows:

- (a) Budget review meetings will be held by Treasurer when deemed appropriate by the Treasurer and Advisor of S.G.A. The budgeting process will be publicized by the S.G.A. and will be complete before the final week of April.
- (b) The budget packet will consist of the following forms: Cover sheet, club budget request form, special events form, and roster.
- (c) During the budgeting process in the spring presiding the next academic year, if a club turns its budget in after the due date, one (1) week late they will receive a 10% cut and continue to lose 10% for each additional week it is late.
- (d) In the event that a club misses a scheduled budget meeting, or fails to schedule a budget meeting by the deadline, the following steps will be taken:
 - i. The club will have three (3) business days to reschedule a budget meeting during the designated budget review week(s)
 - ii. If a budget meeting has still not been scheduled after three (3) business days, no budget will be granted to the club at all.
 - iii. Clubs without a budget must submit new budget request paperwork and schedule a meeting in order to request funds at the start of the next academic year.

Section 3- The Treasurer shall use the following criteria when allocating money:

- (a) No capital expenses are generally granted.
- (b) Allocations will not be granted that are intended for a limited group of students and no off-campus trips will be granted unless they include a significant number of people.
- (c) To receive the allocated money, a Club must send a representative to the Club Council meeting each month. Budgets will be cut if not done so.
 1. If your club is unable to send a representative to the Club Council meeting, you must contact the Club Council Officer twenty-fours (24) hours in advance. A 10% budget cut for each missed club council meeting will result, from the budget of the semester of the missed meetings.
 2. Clubs may not request additional funds from the time of missed meeting to the time of the next Club Council meeting.
- (d) The end of the year balance for Student Activities will revert back to the general fund of S.G.A., except the money in each club's fundraising line.

Section 4- Written supplemental budgets may be submitted any time during the fiscal year.

Section 5- Any budget appeals may be petitioned to the Treasurer and considered by the S.G.A., and the appeal must be made within two (2) weeks of allocation.

Section 6- Clubs must deposit all money that is raised, paid and donated to the organization.

- (a) Deposits must be handed into the Student Government Advisor or the Assistant to the Dean of Student Development and placed in the safe.
- (b) Deposits must be clarified on whether the money is a donation, fundraising money or a club due.
- (c) Club dues and fundraising money must be kept separate in a clubs budget spread sheet.

Section 7- Checks and Check Requests- All check requests must be filled out, by a student member, completely and properly with an advisor signature, and a club executive board members signature as well as the information of contact for the check. Each semester the Treasurer of the S.G.A. will publicize when checks will be written and available for pickup in their club mailboxes. Requests must be made no later than two days before the date chosen and placed in the Treasurer's mailbox. No checks will be written outside this timeframe or on weeks classes are out of session.

Section 8 –Additional Funds Request-

- (a) Clubs may request additional funds and the request will be voted on by the S.G.A.. Clubs must submit this request in writing at least two weeks in advance of when the funds would be used.
- (b) S.G.A. will provide limited funds for club travel and fees related to conferences and competitions. S.G.A. will not pay for or reimburse club members for food or personal items purchased while traveling or at conferences. S.G.A. will reimburse food purchases for an advisor or faculty/staff member traveling with the club members on their trip, but only if the club has the funds available in their allocated budget.

Section 9- Reallocation of budget lines is allowed for all clubs to move money from one existing budget line to another existing budget line.

- (a) A Budget Reallocation form must be filled out and handed into the Treasurer's mailbox.
 1. The reallocation form must be filled out, by a student member, completely and properly with advisor signature and club executive board member signature as well as contact information.
- (b) Any line transfer must be approved by the Finance Committee by 3/4 vote.
 1. S.G.A. allocated funds within club budgets may not be transferred/reallocated into an existing or newly formed trip line.

Section 10- The Treasurer has the ability to place any club on financial probation for a span of two (2) weeks during the semester. A club is placed on a probationary period for the following:

- (a) Having two (2) unexcused absences from the Club Council meetings.
- (b) Inactivity of Club.
- (c) Not following the standard club policies and procedures as outlined in the clubs' manual.
- (d) Terms of probationary period:

1. If the probation period is violated a clubs budget will become frozen and will only be released with a two thirds vote by the S.G.A. as a whole.
2. A club may also be put on probation for ANY violation of the financial by-laws or any circumstance discussed and agreed upon by the Finance Committee and then presented to Student Government to vote.

Section 11- Clubs may request an updated budget from the S.G.A. Treasurer at any time. This request must be fulfilled ASAP but no later than one week's time from request.

Section 12- Clubs may request from S.G.A. start-up money for a fundraiser. Forms are available in the Student Involvement Center.

- (a) Fundraising forms must be submitted to the Treasurer's mailbox and contain all appropriate information and signatures prior to consideration.
- (b) Forms must be approved by a 3/4 vote of the S.G.A..
- (c) All start-up money must be repaid from actual money raised by the club.

Example: If a club receives approval for \$300 in fundraising money, their fundraising line would go negative (-\$300) until they deposit the profits from the fundraiser. If they raise \$350 in profits, they would yield \$50. In essence the start-up money is a loan to begin activities that must be paid back.

Article II – Club Procedure By-laws

Section 1- Inactive/Reactivating Clubs

- (a) Inactivity – A club will be determined inactive if:
 - They fail to meet the Active Club Requirements listed in Article II, Section 2.
 - No regular club meetings are held.
 - No events are held.
 - They fail to turn in forms deemed mandatory by the Vice President, Treasurer or Advisor. The inactivity status will be revoked once the forms are turned in and do not need to re-register through the S.G.A.
- (b) Clubs will be determined inactive after six weeks if they meet the inactivity requirements listed above, or at the discretion of the Vice President and Treasurer. After a full year of inactivity, the club will be dissolved and no longer recognized by the S.G.A. Any fundraising in the club's account will be added to the S.G.A. contingency.
- (c) Reactivating Inactive Clubs – Mandatory re-registration requirement through Student Involvement Center.

Section 2- Active Club Requirements

1. One (1) advisor is required.
 - a. This advisor must be either a full time Medaille College Faculty or Staff Member.
 - b. If a club wishes to have an additional advisor, the additional advisor may be a full-time or part-time Medaille College faculty or staff member.
 - c. The additional advisor must register with SGA and will have all of the functions and responsibilities of the original advisor.
2. Membership includes at least ten (10) Medaille College Buffalo Campus Undergraduates for ongoing clubs, and seven (7) members for newly-recognized clubs in their first year.

3. Executive Board members of each club must include a President, Vice President, and Treasurer.
4. Clubs must attend the mandatory Clubs Training in the Fall semester. If a club fails to attend, a 10% budget cut will be placed on the current budget of the Fall semester.
5. Clubs must attend at least one (1) open house throughout the school year. If a club fails to meet the requirement, a 20% budget cut will be placed at the end of the academic year for the next year's budget.
6. All clubs must complete one community service event per year. If a club fails to meet this requirement, a 20% budget cut will be placed at the end of the academic year for the next year's budget.
7. All clubs must attend the monthly Club Council meetings. If a club fails to meet this requirement, a 10% budget cut will result immediately for each missed meeting.

Section 3- Club Council

- (a) At least one member of the club must be in attendance at every Club Council meeting throughout the academic year. If no members of the club are able to attend, an e-mail must be sent twenty-four (24) hours in advance to the SGA Advisor or Vice President.

Section 4- Forming a New Club

- (a) If you are interested in starting a new club, request a "New Organization Registration Packet" from the Student Involvement Center.
- (b) You must submit a constitution and a membership roster that will be reviewed by the Student Government Association.
- (c) Upon recognition by S.G.A., any new clubs formed after the budget process will be given budget packets for completion. New clubs will be required to follow the same budgetary process as existing clubs, as described in Article I of the Financial By-laws. New clubs will not be permitted funds for trips or conferences.
- (d) Non- Traditional clubs will follow the same steps as Traditional Clubs.

Section 5- Financial Policy

- (a) See Student Government Association By-Laws, Article 1, Financial Guidelines.
 1. Check Request Forms are available in the Student Involvement Center.
 2. Each semester every Club will receive a letter from the Student Government Treasurer, in the respective Club mailbox, detailing the time when the requests are due and when the checks are written.
 3. Deposit forms can be found in the Student Involvement Center.
 4. Budget cuts are as followed:
 - Missed Club Council meetings- 10%
 - Failed to attend one (1) open house during the academic year- 20% of the next year's budget
 - Failed to complete one (1) community service event during the academic year- 20% of the next year's budget
 - Any other budget cuts mandated at the discretion of the S.G.A. Finance Committee.

Section 6- End of Semester Reports from Clubs

- (a) Include rosters at the end of each year.
- (b) Accomplished Programs.
- (c) Goals for the upcoming semester.