



Handbook

Updated October 2021

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SGA

Overview

Letter from the SGA President

Dear Club Officers and Advisors,

I would like to start by thanking you for becoming involved on our campus. Joining clubs is one of the best ways to get involved, make friends, and make a difference. Your willingness to take on a leadership position will aid you not only during your time here at SUNY Cobleskill, but throughout your entire life. I would like to extend a special thank you to all club advisors, who have gone above and beyond their call to help make these clubs possible. Thank you all for your dedication to our campus and the student body.

All club budgets are allocated by the Student Government Association from the Student Activity Fee collected from every student. As the official overseer to all the clubs on campus, the Student Government Association's responsibility is to support you and your club in any way possible. Whether that means fielding questions regarding how to manage your budget, the best way to plan a club sponsored event, or how to build membership, we are here for you, and are more than happy to help in any way we can.

We welcome students' ideas and input regardless of whether it relates to club issues. Feel free to stop by anytime if you have any questions or ideas, or to become a member. I am also personally available by appointment.

Thank you for being involved and providing this valuable club experience to the campus. Your efforts do not go unnoticed.

Sincerely,

*Jennifer McKenna
Student Government Association President*

Mission and Philosophy of SGA

Our mission as the Student Government Association is to be the voice for the student body by assessing and enhancing the quality of student life and being responsible, ethical, and visible leaders who act in the best interest of our peers.

Office of Student Leadership Information

Home of

Student Government Association, Campus Engagement Board, & Commuter Student Services

Oversight for

Social and Cultural Events, Coby Late Night, Leadership Development, Clubs and Organizations, Commuter Students, Ropes Challenge Course, and more!

We Can Help You With

Campus Involvement, Event Planning, Information about Events, and Connecting to the Community

Contact and Office Information

Mike Wacksman – Associate Director

Debbie Miller – Office Assistant

Megan Kruzinski – Staff Assistant

Office Hours

Monday – Friday: 8:00 a.m. – 4:15 p.m.

Phone number: (518)255-5300

Email: studentleadership@cobleskill.edu

Use of Office and Resources

The Office of Student Leadership offers the following resources:

- A copy machine for flyers and club-related materials
- A poster maker that enlarges a flyer into a poster. This is limited to two (2) posters per event.
- The service of creating the Club Directory for communication purposes. If you need to know officers, advisors, or meeting times for clubs, visit the OSL. If you ever have a change in officers, advisors, or meeting time for your club, please e-mail studentgovernment@cobleskill.edu so that this information is up to date.
- A computer to use to print or create flyers or letters

Advertising

The Office of Student Leadership will distribute flyers for club events onto bulletin boards around campus. We request you send your materials two (2) weeks prior to the event for effective advertising. Your original flyer should be brought to the OSL to be approved before you make copies. All flyers on bulletin boards should have a "OSL APPROVED" stamp. Additionally, any submissions must include contact information ("For more information...") and the name of the sponsoring organization clearly indicated.

- The OSL has additional advertising methods. You can speak with Mike Wacksman regarding these additional methods of advertising your club event.
- Wall of Fame (outside of the OSL) - Bring a document with information about your club that is 8 ½ x 11, portrait orientation. It can include officers, meeting times, important information, a club photo, and the mission and activities of the club. This information will be put into a plastic holder and will be added to the Wall of Fame.

Contact Information

Student Government Association

Jennifer McKenna, President
Annie Comtois, Vice-President
Akash Persaud, Treasurer
Hannah-Rose Foote, Secretary
Kerri McHugh, Public Relations
Advisors: Matthew LaLonde, Dr. Anne Hopkins Gross

(518)-255-5302

studentgovernment@cobleskill.edu

Office of Student Leadership

Mike Wacksman, Associate Director of the Office of Student Leadership
Debbie Miller, Secretary
Megan Kruzinski, Staff Assistant
(518)-255-5300

Studentleadership@cobleskill.edu

CONSTITUTION OF THE SUNY COBLESKILL STUDENT GOVERNMENT ASSOCIATION

PREAMBLE: We, the elected government, hereby support, provide for, care for, and protect students in their views, concerns, and aspirations at all times.

ARTICLE I: **NAME OF THE ORGANIZATION**

§ 1 The name of this organization shall be the SUNY Cobleskill Student Government Association (hereafter referred to as SGA).

ARTICLE II: **PURPOSE**

§ 1 The overall purpose of the SGA is to ensure a high-quality college experience for the student body, advocate for student needs, and oversee the distribution of and use of the Student Activity Fee. See SGA Strategic Plan.

ARTICLE III: **SENATORSHIP**

§ 1 Senatorship into this organization is open to any student currently enrolled at SUNY Cobleskill with a grade point average of 2.0 or higher and who has paid a Student Activity Fee. See New Senator Bylaw (Bylaw #1) and Active Senator Bylaw (Bylaw #2). The SGA does not discriminate based on race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability. Senators are expected to be active participants in all aspects of SGA business. This includes regular meetings, committee meetings, SGA sponsored events and projects, and service outings.

§ 2 Senators, including officers, shall be knowledgeable of the Constitution, the bylaws of SGA, the SGA Strategic Plan, and the process of Parliamentary Procedure.

§ 3 Senators are encouraged to recognize, discuss and vote on issues that best represent the interests of the student body; while maintaining viewpoint neutrality at all times.

ARTICLE IV: **FORM OF GOVERNMENT**

§ 1 The Student Government shall be composed of the following: President, Vice President, Treasurer, Secretary, and the Director of Public Relations, and Senators.

§ 2 Committees shall be formed as necessary; it is the duties of committee senators to be present at all committee meetings and to keep SGA informed on progress within. The Committee chairs shall be appointed by the SGA Executive Board. It is the Committee Chair's responsibility to bring all necessary issues up for a vote at a regularly scheduled SGA meeting.

- § 3** The Advisors of the SGA shall be chosen by the SGA senators and must be a faculty or staff member of SUNY Cobleskill. See Advisory Bylaw (bylaw #13).

ARTICLE V: **OFFICERS**

- § 1** The elected officers and chain of command of this organization shall be the President, Vice President, Treasurer, Secretary, and Director of Public Relations.

- § 2** All Officers of SGA shall:

- V.2.1** Maintain a cumulative grade point average of 2.25.
- V.2.2** Attend all regular SGA meetings.
- V.2.3** Designate required amount of office hours per week to address the questions and concerns of the student body.
- V.2.4** Attend all Executive Board meetings.
- V.2.5** Promote, follow, and educate others on the SGA Strategic Plan.
- V.2.6** Promote a positive image of the SGA and SUNY Cobleskill.

- § 3** President of SGA shall:

- V.3.1** Designate (at minimum) eight office hours per week.
- V.3.2** Have completed at least 24 credit hours before appointment.
- V.3.3** Preside over all student government meetings.
- V.3.4** Act as an ex-officio (non-voting) member, except in the event of a tie.
- V.3.5** Report to the Administration and the College Council on matters of interest or concern of the student body.
- V.3.6** A voting member to the CAS Board of Directors, unless delegated to another officer.
- V.3.7** Attend all College Council meetings and be a voting member of the College Council.
- V.3.8** Facilitate the Executive Board meetings.
- V.3.9** Appoint a parliamentarian as needed

- § 4** Vice President of SGA shall:

- V.4.1** Designate (at a minimum) five office hours per week.
- V.4.2** Have completed at least 12 credit hours before appointment.
- V.4.3** Attend all SGA meetings, and in the absence of the President, preside over said meetings.
- V.4.4** Supervise the Affiliations committee assignments of all senators.
- V.4.5** Oversee all interest groups.
- V.4.6** Perform the duties of the President in his/her absence.

- § 5** Treasurer of the SGA shall:

- V.5.1** Designate (at a minimum) five office hours per week.
- V.5.2** Assist all SUNY Cobleskill clubs, interest groups and affiliates with budget requirements, facilitate the initial review of proposed budgets and present

proposed budgets at an assembly meeting.

- V.5.3** Facilitate the development of the annual SGA Budget during the spring semester. Once approved by the SGA senatorship, the proposed budget should be submitted to the College President or his or her designee for ratification.
- V.5.4** Keep an accurate, up to date record of all budget activity.
- V.5.5** Facilitate the Financial Committee and keep a record of all discussion.
- V.5.6** Be enrolled as a full-time student.
- V.5.7** May appoint an Assistant Treasurer.

§ 6 Secretary of the SGA shall:

- V.6.1** Designate (at a minimum) five office hours per week.
- V.6.2** Accurately record the minutes of all assembly meetings.
- V.6.3** Keep an accurate and up to date record of all senator attendance and participation.
- V.6.4** As requested, submit said minutes to the SGA Advisor(s), President of the College, Vice President of Student Affairs, the CAS Accountant, the Library, and all SUNY Cobleskill SGA senators, following the appropriate bylaws.
- V.6.5** Chair the Elections Committee and keep a record of all discussion.
- V.6.6.** Keep a record of all discussion during Executive Board meetings.

§ 7 Director of Public Relations of SGA shall:

- V.7.1** Designate (at a minimum) five office hours per week.
- V.7.2** Coordinate the planning of events that the Student Government Association approves, sponsors, and/or finances.
- V.7.3** Oversees the Public Relations Line in the Student Government Budget.
- V.7.4** May act as the liaison with the event planning boards on campus such as Cobleskill Engagement Board (CEB), Brickyard Point (BYP), Coby Late Night (CLN), etc.
- V.7.5** Facilitate the Public Relations Committee and keep a record of all discussion.

ARTICLE VI: ADVISORS

- § 1** With the exception of the Director of the Office of Student Leadership and Assistant Vice President of Student Development, the advisors shall be chosen by the SGA assembly and appointed annually. Any faculty or staff member is eligible to be an advisor.
- § 2** The Advisors shall express the views of the faculty and the administration and inform SGA of State University policies, guidelines, and regulations affecting students. Advisors will not determine bylaws affecting student life, nor will they inhibit students from representing themselves to the President of the College.
- § 3** The Advisor(s) shall serve as a resource person and provide advisory support for the officers and senators. The faculty advisor(s) shall attend executive and general meetings; however, the faculty advisor is not eligible to vote. The faculty advisor(s) shall perform other duties as they are needed by the officers.

ARTICLE VII: MEETINGS

- § 1 Regular meetings shall be held once a week, during the fall and spring semesters, while classes are in session.
- § 2 Special meetings may be called to order by a majority vote. Said meetings shall not be called to order on a weekend, holiday, or without a twenty-four hour notice.
- § 3 Business cannot be conducted unless a quorum of the membership is present as outlined in the quorum bylaw (bylaw #3)
- § 4 Minutes of said meetings shall be recorded and sent out by e-mail.
- § 5 Any senator who accumulates five excused or three unexcused absences from Regular Government meetings during a single semester shall be subject to immediate dismissal from the SGA voting senator list (Exception for those with a leave of absence for the semester). See Active Senator Bylaw (Bylaw #2)

ARTICLE VIII: ELECTIONS

- § 1 Officers are elected once an academic year. Elections are to be held at the end of each academic year in the spring semester, which will be the election for officers for the following academic year. Refer to SGA Election Bylaw (Bylaw #4).
- § 2 The Oath of Office shall be as stated:
“As a student elected by my peers and a member of this community, I will strive to live by the Cobleskill Creed, exhibit behavior that is civil, positive, and responsible. I (insert name here) understand and will most importantly represent the views of the students of this campus and support its Constitution.”
- § 3 In the event of a vacancy in one or more of the executive board positions, See Officer Vacancy Bylaw (Bylaw #5).
- § 4 The advisors, along with the President, unless running for a position, shall supervise all elections.

Article IX: REMOVAL FROM OFFICE

- § 1 An Officer can be removed from office if they fail to live up to the duties of their office, and/or if they accumulate three unexcused SGA meeting absences per academic year.
- § 2 Removal of office can be achieved by obtaining a $\frac{3}{4}$ majority vote at a regular SGA meeting. For a vote to occur, the issue of removal from office must have been brought up at the prior meeting. The officer in question shall have the right to speak prior to the vote, unless they waive their right, or if he/she fails to show up to the meeting.

ARTICLE X: COMMITTEES

- § 1 Finance Committee shall be managed by the Treasurer and composed of student

government members with a minimum staff of 3, with always an odd number. Senators must:

- X.1.1** Assist and advise the Treasurer (and Assistant Treasurer).
- X.1.2** Collaborate and make recommendations about the allocation and spending of Student Activity Fee funds.
- X.1.3** Assist clubs in making budgets and meeting criteria for budget process.
- X.1.4** Oversee all documents of Student Government (club budgets, SGA budgets, and memos).
- X.1.5** No new student organization shall be authorized to represent itself as associated with the college unless it has been chartered by Student Government.
- X.1.6** If a vote for a decision is set at a tie, the chair of the committee will serve as the tie breaker.

§ 2 Public Relations Committee shall be managed by the Director of Public Relations and composed of student government senator with a minimum staff of 3, with always an odd number. senators must:

- X.2.1** Plan events that the student government approves, sponsors, and/or finances.
- X.2.2** Procuring supplies as deemed necessary for purchase by the Director of Public Relations.
- X.2.3** Facilitate the staffing, preparing, promoting, and executing of major Student Government events and SGA recruitment opportunities.
- X.2.4** Promote a positive image of the SGA and SUNY Cobleskill through the following methods: advertising, contacting local media, taking photos and writing articles, and creating contact with students (through person to person contact, email notices, voicemail messages, fliers throughout campus, and advertising).
- X.2.5** If a vote for a decision is set at a tie, the chair of the committee will serve as the tie breaker.

§ 3 Elections Committee shall be run by the Secretary and be composed of student government members with a minimum staff of 3, with always odd numbers. Senators must:

- X.3.1** Assist and advise the Elections Committee Chair.
- X.3.2** Research and make recommendations to the Chair.
- X.3.3** Assist guests in becoming SGA senators.
- X.3.4** Oversee Meet the Candidates Night (Debate Night).
- X.3.5** If a vote for a decision is set at a tie, the chair of the committee will serve as the tie breaker.

§ 4 Affiliations Committee shall be managed by the Constitutions Chair and composed of student government senators with a minimum staff of 3, with always odd numbers. Senators must:

- X.4.1** Assist and advise the Constitutions Chair.
- X.4.2** Research and make recommendations to the Constitutions Chair.

- X.4.3 Assist clubs in creating or editing constitutions, writing minutes, and writing agendas.
- X.4.4 Oversee all documents of Student Government (club constitutions, SGA constitution, memos, bylaws) and documents binding on SGA.
- X.4.5 If a vote for a decision is set at a tie, the chair of the committee will serve as the tie breaker.

ARTICLE XI: AMENDMENTS

- § 1 In the event that an amendment is proposed, said amendment must first be addressed, after two weeks' notice, to SGA. Upon a majority vote, the proposed amendment will be ratified, and the Constitution will reflect such change.
- § 2 All changes must be recorded and reflected in the SGA minutes.

ARTICLE XII: RULES OF ORDER

- § 1 Any issue not directly covered in this constitution or one of the SGA Bylaws will be resolved by referring to "Robert's Rules of Order."
- § 2 All meetings, assembly, committee and special, are recommended to follow parliamentary procedure.

ARTICLE XIII: RECOGNITION OF ORGANIZATIONS HAVING STUDENT MEMBERS

- § 1 SGA can recognize organizations that may use the name of the State University of New York or the College; for purposes of identification, obtaining organizational privileges to use College facilities, resources, and services, imply college sponsorship, or approval of activities.
- § 2 SGA may establish criteria consistent with college policy to recognize student groups and to provide financial support from the Student Activity fee. This criterion is subject to yearly review by SGA and no student organization will be recognized without approval.
- § 3 Each organization that is recognized by SGA may determine criteria for membership while complying with state and federal law. No organization shall discriminate in the acceptance of members or assignment of voting privileges, rank, or office based on race, sex, religion, national origin, sexual orientation, age, disability or handicap, marital status, or previous affiliations. Although involuntary acceptance of members will not be required as evidence, the names, purposes, and procedures of organizations must reflect this equality of opportunity. Local units of national, state, or regional organizations must be free to select individual members among those qualified; outside approval is prohibited.
- § 4 Each group applying for SGA recognition must agree to uphold the regulations of the College and the State University of New York. Application for recognition or renewal of recognition must include the following information: a statement of organization's purpose, membership requirements, sources of income and record of organization's

monies, list of current officers, name of faculty or staff advisor or approved substitute, and organization's constitution or by-laws. Failure to keep current credentials compliant with College or SGA regulations will result in the loss of recognition. See Club Charter Process and Active Club Bylaw.

- § 5** Hazing, defined as the deliberate imposition of unusual stress on a student as a matter of formal or informal ritual, is illegal in New York State in connection with initiations or at any other time. Organizations responsible for incidents of hazing will lose SGA recognition, be excluded from the use of college resources, and may be subject to discipline under the Rules and Regulations for the Maintenance of Public Order on the premises of the State University of New York and criminal prosecution under Penal Law 120.17.

ARTICLE XIV: RATIFICATION

- § 1** This constitution shall be ratified by a two-thirds (2/3) vote of the SGA.
- § 2** This Constitution shall become effective upon ratification. Representatives and officers elected under the previous constitution will retain offices but operate under the provisions of this Constitution. Upon ratification, this Constitution shall replace and supersede all previous constitutions.

ARTICLE XV: OPERABILITY

- § 1** If any provision of this constitution shall be adjudged invalid by a court of competent jurisdiction, such adjudication shall not affect, impair, or invalidate the remainder of the document.

ARTICLE XVI: FINANCES

- § 1** All money under the supervision of SGA is to be managed by the SUNY Cobleskill Business Office and governed by generally accepted accounting principles.
- § 2** Financial decisions made by SGA must be in accordance with the Student Activity Fee Guidelines as set by SUNY.
- § 3** All SGA members and officers must maintain viewpoint neutrality when voting on funding allocations.

ARTICLE XVII: DISCRIMINATION CLAUSE

- § 1** SGA organization will not discriminate in the acceptance of members or assignment of voting privileges, rank, or office based on race, sex, religion, national origin, sexual orientation, age, disability or handicap, marital status, or previous affiliations.

New SGA Senator Bylaw

SGA Bylaw #1

To become an active Senator of SGA, a student must meet the following requirements:

1. Be a matriculated student of SUNY Cobleskill with at least a 2.0 GPA.
2. Submit a Senator Profile Form.
3. Attend three (3) meetings of SGA.
4. Participate in any two (2) committee meetings, two (2) events under SGA, or one (1) committee meeting and one (1) SGA event.
5. Assist with SGA sponsored events and initiatives. This may include, but is not limited to, Blood Drive tabling, Charity Volleyball, polling stations, and recruiting initiatives. The Executive Board will determine the requirements for each event or initiative.
6. Attend a pre-senator orientation meeting with an SGA advisor, if offered.
7. Attend a pre-senator orientation meeting with a group of SGA members that may consist of a combination of Executive Board members and Elections Committee members, if offered.
8. Be elected into SGA through Elections Committee. If quorum is not met at Elections Committee, then the potential senators must be elected through an SGA general meeting.

Active Senator Definition

An active Senator of Student Government has accomplished all of the steps to becoming a Senator as outlined above and will then be a voting Senator and must follow the requirements of the Active Senator Bylaw.

Active Senator Bylaw

SGA Bylaw #2

Senators must be elected into SGA according to the process stated in the New SGA Senator Bylaw (Bylaw #1).

Active Senator Requirements

1. Attend all SGA meetings for the duration of each meeting. If necessary, excused absences are allowed with prior notification to an SGA advisor or the SGA Secretary. An excused absence includes, but is not limited to health issues, academics, family emergencies, etc. Up to two (2) unexcused absences are allowed per semester.
2. Be an active senator in their assigned committee. Attendance and excused absences follow the same guidelines as SGA meetings as stated above.
3. Assist with SGA sponsored events and initiatives. This may include, but is not limited to, Blood Drive tabling, Club Council, polling stations, and recruiting initiatives. The Executive Board will determine the requirements for each event or initiative.
4. Submit any weekly schedule updates to the SGA Secretary.

Process for Handling Inactive Senators

If a letter of resignation is not received and the above requirements are not being met, the Elections Committee is responsible to administer the following procedure.

When the active member requirements above are not met by an SGA member, the Elections Committee Chair must notify the senator through e-mail that their status has changed from active senator to inactive senators of SGA. After notification, if the senator wishes to earn back their active senator status, they must submit a letter of intent explaining why they have failed to meet the requirements and their intentions for the future or a letter of resignation. If a letter of intent is submitted, the inactive senator begins a one-month probationary period. During this time, the inactive senator is expected to follow all the active senator requirements. At the end of the one-month probationary period, if the inactive senator has met the requirements, their active senator status is restored. If they have not followed the active senator requirements, their senator will be revoked by a vote at the next SGA meeting. Inactive senators are not allowed to vote in SGA meetings.

Resigning from Senatorship

Senators are asked to send a letter of resignation with an effective date to the current Elections Committee Chair if they are no longer interested in being an SGA Senator or are no longer going to be a SUNY Cobleskill student.

Alternative Committee Arrangements

In the case that a senator has verified class conflicts for all SGA committee meetings, said senator may serve as an adjunct committee senator, at the discretion of the committee chair and the SGA Executive Board. An adjunct committee senator must meet weekly with the committee chair in the Office of Student Leadership. If there is a change in the committee meeting time or a change in the senator's schedule, the senator must begin attending regular committee meetings in order to meet this requirement.

Leave of Absence

A leave of absence would be required if a senator knows of further absences which may extend beyond two meetings. The member should contact the Secretary of the SGA by providing a letter and/or e-mail of intention, reasoning, and the timeframe for the leave. Accepted reasoning includes, but is not limited to health issues, academics, family emergencies, etc. Approval of the leave of absence will be confirmed by the Executive Board of SGA. A leave of absence is only applicable for one semester. You must have been a senator for at least one full semester before being eligible for a leave of absence.

Upon approval, this senator will not affect quorum during the leave of absence. After the leave of absence, the senator does not need to be re-elected. If the senator is able to attend a meeting during their leave, the senator will be a non-voting member for that meeting.

SGA Quorum Bylaw

SGA Bylaw #3

SGA will have an established quorum of 1 over 50% of its Assembly's membership. Without quorum, SGA cannot vote on any motions, financial decisions, or resolutions.

Assembly membership consists as students who are active senators.

Clause:

If quorum is not met for three (3) consecutive meetings in a row, then the President, fellow Executive Board member, or senator may make a motion to Suspend the Rules for that meeting. The motion must be approved with a majority vote of those who are in attendance, regardless of if they are a senator or not.

If senators who are on the Proxy Senator list, those who cannot attend regular SGA meetings due to personal interference for majority or whole semester, may vote on upcoming business in a general meeting even though they cannot attend. This can be done through an e-vote the day before the general meeting. The senator should let the SGA Executive Board know beginning of the semester if they wish to be on the Proxy Senator List due to reasonable interferences.

Election Bylaw

SGA Bylaw #4

For SGA President, Vice President, Treasurer, Secretary, and Public Relations Officer

Candidate Requirements

- Candidates must have a 2.25 GPA.
- Any SUNY Cobleskill student that has completed one full complete semester and is currently enrolled in six (6) credits can run for office.
- Campaigning begins on the designated date the Executive Board has decided. The Executive Board will decide on these dates per year.
- Each candidate must submit a Letter of Intent at least one day prior to the designated Campaigning Day. Letters of Intent must be sent to the SGA email account (studentgovernment@cobleskill.edu) and the presiding Elections Chair.

Campaign Guidelines

- SGA encourages the candidates to run a positive campaign.
- Flyers cannot be placed on or under doors of classrooms, offices, and residence halls, unless placed by resident of that room.
- Slander (negative remarks) should not be made about other candidates on flyers or verbally or on social media.
- Flyers are not allowed on window or entrance doors. Bulletin boards are the appropriate places for flyers.
- Flyers can be handed out from person to person.
- There is a maximum of 300 copies of flyers and three (3) large posters that can be made for bulletin boards with the physical equipment of the Office of Student Leadership. A candidate may choose to produce additional materials at his or her own expense. Candidates must submit the original flyer to the Office of Student Leadership secretary for approval and photocopying.
- On Election Day, no flyers or verbal campaigning can be within 100 feet of polling station.
- Flyers must have the date of the Election Day on them as a reminder to vote.
- No global e-mails can be made.
- No posters or flyers relating to elections are allowed in display cases.
- Improper campaigning or beginning campaigning before Campaigning Day will result in nullification of eligibility.
- Flyers need to be taken down the day after Election Day.

The Debate

- A special meeting may be called by the existing Elections Chair prior to Election Day at which time each candidate will have the opportunity to give a qualification speech to the student body. Students can ask the candidates questions at this time.
- The special meeting will be called at least seven days before Election Day and be easily accessible to the entire student body.

Election Day Procedures

- The names on the ballot will be organized in alphabetical order within each office. There will be no write in candidates accepted.
- The polling station will be open on the designated dates and times in various locations around campus, and/or available on Moodle for students to participate in.
- Candidates cannot staff the voting tables.
- The Elections Chair (or an appointed senator), at least two (2) appointees, and an advisor(s) shall count the ballots. Ballots should be counted at least twice.
- A candidate may appoint a representative to be present during the counting of the ballots. This person can observe only and may not interact with those SGA senators and advisors who are counting.
- The new officers will be announced the night of elections when the outcome is finalized.
- If a candidate is determined ineligible by Student Government or withdraws his or her name as a candidate after the Elections and before the candidate takes office, the candidate with the next highest number of votes will be declared the winner.
- If a candidate challenges any aspect of the election process, the final decision regarding the election and the election process rests with SGA. Any decisions relating to a contested election should be made as soon as possible after the election.
- If SGA votes that a candidate has not followed these bylaws, the candidate will be ineligible to hold office.

SGA Officer Vacancy Bylaw

SGA Bylaw #5

In the event of a vacancy in the Executive Board, any student who are interested must submit a Letter of Intent by the deadline given. The appointment will be based on a majority vote by the SGA body at a regular business meeting.

In the event of a vacancy in one (1) or more of the executive board positions, the SGA membership will elect any student in the open seat. This special election must be held no later than four (4) weeks after the vacancy of the Officer's seat. Only active SGA senators are eligible to vote in a special election. It is recommended, but not required, that said elections are conducted by secret ballot.

Finance Committee Protocol Bylaw

SGA Bylaw #16

Budget Revisions

Budget Revisions submitted to Student Government which are less than \$1,000 shall be handled by the Finance Committee under the supervision of the Treasurer. However, if the Budget Revision is more than \$1,000, then it shall be voted on by the Finance Committee and the Student Government Body.

Additional Funds Requests

Refer to Bylaw #20

All request for Additional Funds will be submitted to SGA and reviewed and voted by the Finance Committee unless request is over \$1000. If the request is over a \$1,000, then the Finance Committee and the Student Government Body will vote on the business.

All decisions made by Finance Committee will be reported to the SGA.

Clause: If the Finance Committee does not have quorum, then requests will go directly to the Student Government Body to be voted on.

Roberts Rules of Order – Simplified

Guiding Principles:

- Everyone has the right to participate in discussion if they wish, before anyone may speak a second time.
- Everyone has the right to know what is always going on. Only urgent matters may interrupt a speaker.
- Only one thing (motion) can be discussed at a time.

A **motion** is the topic under discussion (e.g., “I move that we add a coffee break to this meeting”). After being recognized by the president of the board, any member can introduce a motion when no other motion is on the table. A motion requires a second to be considered. If there is no second, the matter is not considered. Each motion must be disposed of (passed, defeated, tabled, referred to committee, or postponed indefinitely).

How to do things:

You want to bring up a new idea before the group.

After recognition by the president of the board, present your motion. A second is required for the motion to go to the floor for discussion, or consideration.

You want to change some of the wording in a motion under discussion.

After recognition by the president of the board, move to amend by

- adding words,
- striking words or
- striking and inserting words.

You like the idea of a motion being discussed, but you need to reword it beyond simple word changes.

Move to substitute your motion for the original motion. If it is seconded, discussion will continue on both motions and eventually the body will vote on which motion they prefer.

You want more study and/or investigation given to the idea being discussed.

Move to refer to a committee. Try to be specific as to the charge to the committee.

You want more time personally to study the proposal being discussed. Move to postpone to a definite

time or date.

You are tired of the current discussion.

Move to limit debate to a set period or to a set number of speakers. Requires a 2/3rds vote.

You have heard enough discussion.

Move to close the debate. Also referred to as calling the question. This cuts off discussion and brings the assembly to a vote on the pending question only. Requires a 2/3rds vote.

You want to postpone a motion until some later time.

Move to table the motion. The motion may be taken from the table after 1 item of business has been conducted. If the motion is not taken from the table by the end of the next meeting, it is dead. To kill a motion at the time it is tabled requires a 2/3rds vote. A majority is required to table a motion without killing it.

You believe the discussion has drifted away from the agenda and want to bring it back. "Call for orders of the day."

You want to take a short break.

Move to recess for a set period of time.

You want to end the meeting.

Move to adjourn.

You are unsure the president of the board announced the results of a vote correctly.

Without being recognized, call for a "division of the house." A roll call vote will then be taken.

You are confused about a procedure being used and want clarification.

Without recognition, call for "Point of Information" or "Point of Parliamentary Inquiry." The president of the board will ask you to state your question and will attempt to clarify the situation.

You have changed your mind about something that was voted on earlier in the meeting for which you were on the winning side.

Move to reconsider. If the majority agrees, the motion comes back on the floor as though the vote had not occurred.

You want to change an action voted on at an earlier meeting.

Move to rescind. If previous written notice is given, a simple majority is required. If no notice is given, a 2/3rds vote is required.

Unanimous Consent:

If a matter is considered relatively minor or opposition is not expected, a call for unanimous consent may be requested. If the request is made by others, the president of the board will repeat the request and then pause for objections. If none are heard, the motion passes.

You may INTERRUPT a speaker for these reasons only:

- to get information about business –point of information to get information about rules–parliamentary inquiry
- if you can't hear, safety reasons, comfort, etc. –question of privilege
- if you see a breach of the rules –point of order
- if you disagree with the president of the board's ruling –appeal
- if you disagree with a call for Unanimous Consent –object

Quick Reference					
	Must Be Seconded	Open for Discussion	Can be Amended	Vote Count Required to Pass	May Be Reconsidered or Rescinded
Main Motion	√	√	√	Majority	√
Amend Motion	√	√		Majority	√
Kill a Motion	√			Majority	√
Limit Debate	√		√	2/3 ^{rds}	√
Close Discussion	√			2/3 ^{rds}	√
Recess	√		√	Majority	
Adjourn (End meeting)	√			Majority	
Refer to Committee	√	√	√	Majority	√
Postpone to a later time	√	√	√	Majority	√
Table	√			Majority	
Postpone Indefinitely	√	√	√	Majority	√



General Club Information

Roles and Responsibilities of a Club

- Maintain an up-to-date constitution
- Follow the constitution, including the purpose of the club
- Have an advisor present at events and trips
- Conduct meetings at least twice a month
- Work with other clubs
- Plan activities for your club or campus-wide events to promote extra-curricular participation
- Recruit new members, both early in the fall and throughout the year
- Turn in meeting minutes, including attendance, to studentgovernment@cobleskill.edu
- Report planned events, successes, and problems to SGA
- Adhere to financial policies and best practices
- Follow the SGA bylaws

Roles and Responsibilities of Club Officers

Officers in student organizations shall carry out the responsibilities normally associated with their office by the club's specific constitution and any special duties as designated by the SGA constitution, including training with SGA every semester.

The President is responsible to:

Oversee all functions of their club, run the meetings (unless delegated to the Vice-President), help coordinate events, appoint people to committees, create agendas for meetings, be familiar with the Club Action Program and keep the club true to its purpose and mission.

The Vice-President is responsible to:

Assist the President in overseeing all functions of the club, chair the meetings in the absence of the President, oversee committees, and act on behalf of the President if the President is unable to carry out their duties.

The Treasurer is responsible to:

Accurately keep track of the club's finances, periodically check with the SGA Accountant in Cobleskill Auxiliary Services or the Office of Student Leadership Office Assistant to verify the club's account balances, fill out disbursement orders for payments *at least* 1 week before the payment is needed, attend club meetings and report budget amounts to the club, make sure that the sales tax-exempt form is used when making purchases within NYS (sales tax is not reimbursable), inform your club that SUNY-wide Activity Fee Guidelines prohibit charitable donations from being made from budget lines.

The Secretary is responsible to:

Record minutes and attendance at each meeting, type the minutes and e-mail them to the club members and SGA at studentgovernment@cobleskill.edu.

Meeting Minutes Guidelines

Below is an example of a set of club meeting minutes. Please note that the name of the club and date of the meeting are at the top. Following this is the list of students and advisors attending the meeting. Following this information, a secretary should capture the subjects of discussion at a meeting so that if someone were to miss the meeting, they would be all caught up after reading the minutes. Meeting minutes do not need to quote what everyone says, but instead record topics of conversations and decisions that the club makes. Financial decisions are very important to record. Each purchase a club makes should be a club decision. It needs to be noted that the club agreed to purchase an item or sponsor an event for a certain amount from a specific line. All minutes must be submitted to SGA at studentgovernment@cobleskill.edu no later than two weeks after the meeting is held. If you have any questions regarding taking meeting minutes, please talk to the Secretary of SGA.

Sample Meeting Minutes

Basket Weaving Club Tuesday, September 8, 2018

Attendance: Mark Henderson, Mary King, Randy Park, Dan Brown, John Johnson, Christy Brine, Kacey Barlow, Todd Hall, and Advisor Michael Weaver

The meeting was called to order at 7 pm. First, the President reported that the Club Information Sheet was handed into SGA to ensure that our club was in compliance with the Active Club Guidelines. The Treasurer reported that our club has not yet spent any money, but that he has learned more about the Club Action Program and the many ways that our club can earn additional money.

Next the club discussed the activities that they would like to pursue this semester. We decided on the following: Bake sale fundraiser on September 20th to raise money for the Annual Convention. The VP will fill out the Request to Raise Funds Form and submit it to SGA. If we receive SGA's approval for this fundraiser, our advisor will reserve the facility and our secretary will advertise the sale. The club voted to spend \$50 from the club events line to purchase the ingredients for baking the goods. The treasurer will shop with the president on September 16th, and we will bake on September 18th and 19th.

Annual Convention is November 4th and 5th, and we will talk more about this at the next meeting. If you are interested, you can get more information from one of the members who went last year.

We asked the members who wanted to represent our club at the Camp O Leadership Retreat and Mary King will go to this event. This will earn our club additional money in our budget. We were also reminded that Homecoming Weekend is October 22nd and 23rd and clubs are asked to participate. We will plan on having a table and will talk next week about what we will do at this event.

Lastly, we worked on weaving some more baskets. Everyone was encouraged to bring more supplies to the next meeting.

Dan Brown made a motion to adjourn, seconded by Christy Brine. The motion carried. The meeting was adjourned at 8 pm. Our next meeting will be Tuesday, September 14, 2018, in Brickyard Point.

Club Operations

SGA Bylaw #6

1. Clubs are student organizations open to every student and are to be run by the club's majority, by the way of vote.
2. No student can be required or forced into being a club for class purposes or any other reason.
3. Clubs, officers, advisors, and attendees have the right to be free from harassment and inequitable treatment for reasons of any protective classes.
4. Any advisor found discriminating, exerting unreasonable or overpowering control over a club's budget or a club's decision will be investigated. If they are found guilty of the above, they will be removed from the position of advisor by SGA or by the club.
5. Clubs are to serve the purpose of creating out-of-classroom experiences and campus activities. They are not allowed to fund classroom functions or direct extensions of specific classes.
6. Any club found to be financially supporting direct classroom activities or supplies will have a portion of its budget removed.

Club Charter Process

SGA Bylaw #7

When a club begins the charter process with SGA, they must abide by the following process to officially receive their charter.

1. Find a group of at least six (6) interested students and a committed faculty/staff advisor.
2. Submit at least four (4) general minutes before submitting an Interest Group Form to the SGA.
3. Minutes and Club Attendance Sheets must be turned into the Office of Student Leadership. Interest groups must at least eight (8) times during their trial period before their charter will be considered.
4. The interest group must submit a constitution to the SGA. The club should vote on this before submission.
5. There must be a campus-wide advertising of club meetings. Campus-wide advertising including flyers can be distributed by OSL.

After a successful trial period, Student Government will then vote to accept the club's charter. The trial period begins after the Interest Group Form is submitted and the first official meeting is held.

Reasoning:

SGA needs to monitor the activity of potential clubs to assure that new clubs are going to be successful. When a club gets chartered, SGA will know that they are going to be an active club.

Clause:

If an Interest Group shows that they are highly engaged and active before the end of the required trial period, then they may be considered for an early vote to charter them. However, there must be an approved constitution and at least three (3) minutes sent in from the Interest Group before the early vote can be considered.

Active Club Guidelines

SGA Bylaw #8

Each chartered club of the SGA is expected to follow these guidelines:

1. Meet at least twice (2) a month.
2. Regularly turn in minutes and attendance sheets to SGA via email to studentgovernment@cobleskill.edu. Minutes are due no later than two (2) weeks after the meeting is held.
3. Keep an updated constitution on file with SGA.
4. Actively recruit and retain members.
5. Fulfill your club's purpose by abiding by your club's constitution.
6. Report your officers, advisors and meeting day, time and location to the Office of Student Leadership by October 1st in the fall semester and March 1st in the spring semester.
7. President and Vice President of Clubs chartered by the Student Government must attend and complete Title IX Training.
8. Club officers must attend and complete training with the SGA officers.

If a club does not comply with the above guidelines, a review process will begin. A club will receive a warning e-mail that will outline their non-compliance regarding specific guidelines referenced above and the deadlines to reach compliance. A club's budget may be frozen and ultimately the club may lose their official charter if they do not comply. If a club is inactivated, the club's remaining budget will be moved to Additional Funds.

Compliance of the above guidelines will be a factor when determining club budgets during the Spring semester.

To reinstate a club, you must completely follow the Inactive Club bylaw (bylaw #9).

Inactive Club

SGA Bylaw #9

If a club loses their advisor or does not comply with the Active Club Bylaw (bylaw #8), they will be moved to the Inactive Club List. A club can remain on the Inactive Club List for one (1) year. During this time, the club can work to re-organize and/or find a new advisor, but they will not be publicized as an active club. The Club's budget will be frozen until they remain active club status. After one year, the club will be taken off the Inactive Club List. Once a club is taken off the Inactive Club List, if they wish to apply for active club status, the club will need to follow the Club Charter bylaw (Bylaw #7).

If during the time the club is on the Inactive Club List, the club reorganizes and/or finds a new advisor and wants to apply for active club status, they must submit an Interest Group Form to SGA. A one (1) month trial period begins after the Interest Group Form is submitted and the first official meeting is held.

1. The club must submit regular meeting minutes and actively recruit and retain members during the one (1) month period.
2. They must also report their officers, advisors and meeting day, time and location to the Office of Student Leadership using the Club Information Sheet.
3. Upon review and approval, they will be moved back to the Active Club List, at which time they could request a budget.

Club Council

SGA Bylaw #10

To be an active club under the SGA, each club officer needs to attend the first Club council meeting of each semester. The initial club council meeting will consist of officer training and consecutive meetings will house any matters in which SGA needs to discuss with clubs as well as trainings, socials, and anything else the SGA executive board deems fit for club council. After the first meeting, clubs can delegate at least one member to go to club council meetings.

Clubs that do not attend the monthly club council meeting will be non-compliant and will get their budget frozen until steps are taken to rectify the situation. If an officer cannot make the club council meeting once a month, the officer must inform SGA and set up a separate time to meet with an executive board member.

Electronic Meeting Bylaw

SGA Bylaw #11

Meeting Medium

Electronic meetings shall be held in a medium accessible to all SGA Senators, Executive Board Officers, and Advisors.

Compliance

The agenda shall be posted electronically to the medium of choice by the Executive Board Officers and sent via email. Electronic meetings shall be held under special circumstances.

Quorum

Quorum must be met in order to conduct electronic meetings. Quorum is 1 over 50% of the SGA Senators according to Bylaw #8. Quorum should be verified by a quorum call. A quorum call is when the Secretary or other designee asks for a response from all Senators. Attendance is derived from the number of responses. A quorum call may be called by any Senator at any time. Once quorum is met, it is presumed throughout the meeting until adjournment or a quorum call.

Club Advertising Bylaw

SGA Bylaw #12

All organizations that receive funding from SGA must have their flyers approved by the Office of Student Leadership and have it marked with an official stamp clarifying that the club and event are funded using the Student Activity Fee.

Roles and Responsibilities of Club Advisors

Advisors have a unique role in a club as they are often the one person who remains for many years with the club. When there is continuity from one year to the next, the advisor can help the students understand what the club has done in the past and what they have done that was very successful. A club advisor can assist the new officers in learning their roles and help keep the club true to their purpose. It is also important for club advisors to assist the club by overseeing financial transactions, ensuring that necessary paperwork is submitted to SGA and supporting club growth and activities. Club advisors (or a designated faculty/staff member) must be present at all club activities, including meetings, events, trips, practices, etc. Club advisors also need to reserve campus facilities (including meeting rooms) and state vehicles for their clubs. Club Advisors are required to attend the Club Advisor Training at least once per year (offered on Moodle).

Advisor's Role

Teaching/consulting – Serve as a resource to generate new program ideas, help clubs officers implement and apply procedures to operate a successful club. Point out additional resources outside of the college community, and coach individuals in the roles and duties as club officers.

Mentoring – Your club depends on you for leadership and direction. Offer direction, guidance, suggestions, and ideas to their planning process! Be careful not to dominate or demand the program, you are there for guidance and support. This experience will allow the club to grow and be successful.

Supervising – It is your responsibility to keep the best interest of the club and college in mind. It is the role of the advisor to remind club officers of regulations and policies of the college campus and community. All club events must be chaperoned by an advisor or faculty designer.

Attending meetings/events – Advisors are expected to support their club, attend all meetings, and participate in the club's decision-making process. Provide leadership by attending the meetings so that you stay informed of the club's intentions and can assist with short- and long-term goals. This is also the best time to identify and address concerns from your group.

Keeping records – Keeping accurate records and minutes adds value to the history of your club. These records contain valuable information for future officers and business practices. Assist existing and incoming officers with record keeping and pass this information on from one year's group of students to the next.

Tips for Effective Advising

- Be an active advisor – Get involved, attend meetings and activities, assess the group's needs, and offer ideas for improvement.
- Be a good resource – Your knowledge is invaluable to the club. You will save them time by knowing policies and procedures of the College.
- Become familiar with administrative details – Assist in filling out the appropriate forms where needed and submit in a timely manner. Become familiar with all policies and procedures if you are not already.
- Help the club set goals and objectives – What is the purpose of the club? Break down the goal into manageable and clearly stated objectives. Give a time frame.
- Don't be afraid to ask questions – It is much better to say you don't know the answer but will find out and get back to the group rather than give out misinformation. The Business Office and Office of Student Leadership are here to make sure everyone understands the policies and procedures for the college and SGA.

Advisor Bylaw

SGA Bylaw #12

The expectation of a faculty/staff advisor is to be an educator. SUNY Cobleskill encourages a risk management perspective for advisors. Advisors mentor and support the student officers and members and provide guidance as needed. Advisor training is mandatory at the beginning of each year – to stay up to date on policies and best practices. Date and time decided with SGA officer team.

- A faculty/staff member is recommended to be in the advisor pool – in the case of having a volunteer advisor from an outside source.
- Advisor should meet with the executive board at least once per week to stay up to date.
- Be available to club members on a regular basis.
- Must be present during an outing/event that involves travel.
- Advise club members regarding college policies and best practices involving clubs.
- Communicate with SGA regarding any club activities, change of officers, policy questions, etc.
- A coach may be necessary for high-risk student clubs, as defined by the Vice President for Student Development.

An advisor must be present at all events, fundraisers, field trips, competitions, and any other club-sanctioned activity. If an advisor cannot be present for a particular activity, a substitute faculty or staff member may fill in for them.

Advisor Elections:

When elected by members of a club, an advisor will remain the advisor until he/she resigns or at the behest of the club members they may vote to remove them from their positions and install a new advisor if needed. Approval to remove an advisor should have $\frac{3}{4}$ majority vote of club members. If the club chooses to do so, they may have a yearly vote to retain that advisor if their constitution does not clearly outline an advisor removal process.

Advisor Absentee:

When an advisor is unable to advise the club(s) affected, the club will recommend an interim (temporary) advisor to SGA, which will be approved by a majority vote of SGA. The temporary advisor may immediately take over after the vote and advise the club until the return of the original advisor.

How to Plan a Successful Event

Planning a campus event can be a lot of work. You want to make sure that all your hard work creates a successful event. Below are suggestions and tips to help you create an event that goes off well and attracts many students. Also, included in this section are instructions on reserving facilities and tables and other necessary elements for your event. It is important to note that you reserve your facility and order any necessary supplies before you advertise for your event. There are steps to follow, and you need to finish one step before you go on to the next. An Event Checklist has been supplied for your convenience.

Brainstorm

What Event

First, brainstorm and decide on what event you would like to have. Remember to consider details and be realistic. Consider your budget at this point to make sure you would have enough money.

When

Once you have the event in mind, think of what week of the semester, what day of the week and what time of day would be best for your event. Pick a couple of possible dates. You will want to consult the campus calendar to check what other events may already be planned at that same time. You will need to decide if these two events could both work at the same time. When choosing a date, make sure that the date is far enough away that you will have time to work out all the details for the event. Keep in mind that you need to reserve a location **at least two weeks** in advance and it takes time to order and purchase whatever is necessary. The more time you must plan, the less last-minute things there will be to worry about.

Where

Next, you need to think of the best location for your event. Think about the size crowd you will plan on, what kind of decorations you will need, and how much space you need. You need a location that fits the crowd you will need to accommodate – not too big and not too small. You may want to have two locations in mind in case one is already reserved. The Club Advisor should log onto Employee SharePoint to make a room reservation.

Budgeting

When you have chosen what event, you would like to have, you need to determine how much money you must spend on this event. Write a list of event components that you will need to pay for. Write approximate numbers down on paper and reevaluate if you have enough money for this event to be done well. Are there places you could cut corners; are there extra special things you could purchase to make the event even better? Ask yourselves many questions about the atmosphere you want to create. Think about the following things that may cost money:

- Transforming the atmosphere of your facility (Decorations)
- Prizes
- Food
- Lighting and Sound
- DJ
- Facility Usage or Supervision Charge

Getting Everything in Place before the Event

Facility Reservation should be done two weeks before the event. Advisors should use the online reservation page on Employee SharePoint.

If you would like **food** from Dining Services, you should contact them at least two weeks before the event. Depending on how much food you want, you may be able to request it between one week and two weeks ahead. If you want to get pizza or food from a grocery store, either plan on making an out-of-pocket purchase and requesting a reimbursement or consult the Office of Student Leadership Secretary or the SGA Accountant for the purchasing process for individual stores.

If you will need **tables or chairs** for your event and the room does not already have these, you will need to request these from Facilities Management. Your club advisor needs to request these through a Work Order, which is a link on the right-hand side of Employee SharePoint. In that request, indicate the time that you will need them by and when you will be done. ****This is important because you cannot just move tables or chairs from other rooms, you need to request your own.****

Another important part of an event is **advertisement**. You need to begin advertising for your event **at one week** before the event. It would be good to begin advertising two weeks before. If you are able to put up flyers two weeks ahead, you may want to do something different four or five days before the event which will serve to remind people that the event is coming up soon. It is always good to think up creative ways of advertising, but make sure you are not doing something that is not allowed. Flyers are not allowed on doors and windows. Sidewalk chalk is allowed only on sidewalks, not on walls. **NOTE: All flyers on bulletin boards should have a "OSL APPROVED" stamp.**

Additionally, any submissions must include contact information ("For more information...") and the name of the sponsoring organization clearly indicated.

The Day of the Event

On the day of the event, plan to have a couple of people check out the facility several hours before the event to make sure there is nothing unexpected. Plan on a few students to set up and decorate your reserved room a few hours before the event. Make sure you leave enough time, so you aren't rushing. You will need to designate a person for each task that needs to be done. You will also want one person who oversees checking on all of those tasks. Make sure you have several people to work the door and enough people volunteering throughout the event for all the little things you will need.

Evaluating the Event

After the event, the main people who helped with the event should sit down and talk about what went well and what could have been done better. You should evaluate the event itself and the process of coordinating the event.

Miscellaneous Tips

If your event will require cash transactions, make sure to plan ahead and request a cash advance so you can get change prior to the event. If you would like to use a cash box, the Office of Student Leadership has a couple available for club use.

If you need to cancel an event for any reason, make sure you notify Dining Services if you have requested anything from them and the person in charge of reserving the facility you planned to use. If you had a performer coming, make sure to cancel the hotel reservation also. It would be helpful to put a sign on the door notifying people of the cancellation.

Large Events

If your club is considering hosting an event that reaches beyond the SUNY Cobleskill community, please notify SGA in the early stages of planning. SGA can assist you in many ways when planning a large event and prefers to have open communication with clubs regarding their activities.

Alcohol Bylaw

SGA Bylaw #14

No club events, meetings, fundraisers, trips, etc., may have alcohol present. Furthermore, Student Activity Fee and Club Generated money may not be used to purchase alcohol. Any club that wishes to use budgeted funds or club generated funds to purchase alcohol must formally request to do so through SGA, then through Student Development at least two (2) weeks prior to the desired purchase date.

Club Information Sheet

Club Name _____

Advisor(s) _____

President _____

Vice-President _____

Treasurer _____

Secretary _____

Other _____

Day of Meeting _____

Meeting Time _____

Meeting Location _____

****Please return to the Office of Student Leadership****

In order to be in the accordance with the Active Club Guidelines, Bylaw #5, a club must report their officers, advisors, meeting day, time, and location to the Office of Student Leadership by October 1st in the fall semester and March 1st in the spring semester, If this information changes during the year, please notify the Office of Student Leadership of the changes. Thank you!

Date to Office of Student Leadership _____

Date Club List Updated _____ Initials _____

Event Checklist

Student Government Association

SGA supports student organizations that provide programs and activities that will meet the needs of the SUNY Cobleskill student population. Use this guide to help make your event planning process easy and successful.

- Confirmed event name, date, location, and other details
- Reserved the required space
- Submitted Request to Raise Funds Form to SGA (if the event is a fundraiser)
- Designated a liaison to register the event with SGA (if a large event)
- Reserved tables and chairs
- Arranged for food, if needed
- Purchased prizes and/or decorations
- Advertised the event through flyers, Office of Student Leadership emails, Student SharePoint, etc.
- Submitted disbursements for required funding to SGA Treasurer.
REMEMBER: check requests and cash advance requests can take up to one week to process through Student Financial Services. No club or organization is allowed to exceed their annual budget allocation and must use money as allocated in each line.
- Deposited any money brought in within one week after the event

**** Advisors must be present during all club events.** If a club advisor is not available, another SUNY Cobleskill faculty or staff member may be the designee in the advisor's place.



Budget And Finance

Budget and Finance

SGA Budget Overview

Each student pays a Student Activity Fee each semester. SGA is responsible for the budgeting process. Each club is given a budget, broken up into lines or specific spending categories. This money is available to the club for the fiscal year, which runs from July 1st to June 30th. Clubs are expected to spend only the amount of money they are given and to spend the money for the purpose for which it was given in each line. A club can also fundraise and deposit money into a Club Generated Account, which rolls over from one year to another. Decisions regarding the Student Activity Fee are made by SGA and CAS manages these funds.

Budget Categories and Classifications

Each club requests money for specific purposes. This money needs to be spent according to the budget line justifications. Here are examples of common line names. Each club should consult their own budget request to see what is justifiable.

- Club or campus events
- Trips/Travel
- Competition/Event Fees
- Equipment
- Uniforms
- Conferences
- Supplies
- Annual meetings
- Annual dues
- Miscellaneous

Inventory

Clubs may be asked to submit to CAS an updated inventory of club- owned items in the Spring semester. At this time, the club's inventory should include revisions such as deleting outdated items that are no longer owned by the club and adding any new purchases that were made throughout the year. Items that should be inventoried would include anything that is worth more than approximately \$50 and has a life cycle of more than two years. The inventory should especially include information regarding any electronics or equipment.

Check Authorization Bylaw

SGA Bylaw #17

To ensure the authorization of a check, the Director and the Associate Directors of Student Leadership signatures are needed on the check.

Sales Tax on Purchases

SGA is a tax-exempt organization, so a tax-exempt form is required when purchases are made. You will not be reimbursed for sales tax on New York State purchases, so use the New York State Tax Exempt Form (available in the Office of Student Leadership).

Some other states will accept the New York State Tax Exempt Form, so if your club is traveling out of state, please use the form if permitted. If the form is not accepted, up to \$10.00 in tax will be reimbursed to individuals with out-of-pocket expenses who turn in original receipts that show the tax.

Sales Tax on the Sale of Goods

Clubs are required to collect sales tax on items that are sold for profit on a regular basis or for items that are purchased through a fundraising company.

Deposits

If your club collects any money from a fundraiser or from selling a product or service to students and/or non-students, that money must be deposited into the Club Generated Funds account. Deposits should be made at the Office of Student Leadership. When the club member brings the money to the Office of Student Leadership for deposit, they must indicate what the money is from and what club line it is to be deposited into (line name and number). Deposits should be made as soon as possible after collecting the money. A receipt will be issued for each deposit.

Charitable Donations

The SUNY-Wide Activity Fee Guidelines state that charitable donations cannot be made from budget lines. Donations must be made from money that your club has earned. This money is held in your CLUB GENERATED FUNDS and only this money may be used for charitable donations.

Intercession Procedure

During the Intercession periods the Executive Committee will be responsible for the operations of SGA. CAS will approve and review the general operating bills and financial statements. Monthly statements will continue to be distributed and a copy will be kept on file in the Office of Student Leadership.

Treasurer Procedures and Guidelines

The CAS accountant is available to assist all club Treasurers with the process of paying bills and keeping financial records.

There are three ways that a club's money can be spent:

- The vendor you are purchasing from allows SGA to purchase on account ("charge") and sends SGA an original **invoice**.
- Someone from the club pays for the purchase personally and receives a
- **reimbursement** (minus any tax paid).
- Someone from the club receives a **cash advance** to make the necessary purchases.

SGA prefers to be billed directly by vendors. If the vendor requires payment in advance, please request a quote from the vendor or submit an order form with a disbursement for payment. Personal reimbursements are available but discouraged for club expenses whenever another option is available. The SGA Accountant must be given all original invoices to file with club disbursements. An invoice must include the following information: the company name and address, purchase date, list of items purchased, and purchase total.

SGA supplies Club Treasurers with a Treasurer packet which includes the club's budget, disbursements, a ledger sheet for copying for keeping records, disbursement orders and request forms. Treasurers should work with their club's Secretary to ensure that expenditures are correctly recorded in the club minutes.

Disbursement Procedures

Disbursements are the form a treasurer fills out when the club wants to spend money.

- Legibly include the name and address for the payee on the check.
- Fill in the exact amount of the purchase and attach the original bill every time.
- Put a description of what the payment is for.
- Please fill in club name, line name and line number. All this information is necessary so that we can process your disbursements quickly. Make sure you pick the correct line for the purchase. Each line has a justification created by your club as a description of how that money can be spent. If the disbursement is not justified for a certain line, it will be denied.
- Make sure you get all relevant signatures (must have at least one advisor and one club officer).
- Submit an electronic copy of the disbursement form (with your receipt/invoice) to the SGA Treasurer via sgaaccounting@cobleskill.edu. Remember to keep a copy and record the date and amount on your ledger sheet.

Before a check can be processed, all disbursement orders must be filled out completely and signed by:

1. Advisor
2. Club Treasurer or another officer listed on the club roster
3. SGA Treasurer.

Checks are released on Fridays and will be sent by mail Friday afternoons

****IMPORTANT - There is a 1-week processing time for all bills payable to vendors. *Please plan ahead, obtain the appropriate signatures, and submit your invoices and disbursements at least one week prior to events.***

Cash Advance Bylaw

SGA Bylaw #18

Clubs and organizations recognized by the SGA and funded through the student activity fee may use their budget lines to request cash advances for events, trips, or purchases only when there is no other method for which an expense may be paid. To get a cash advance, clubs must fill out a Disbursement Form.

No club or organization may request a cash advance in excess of \$500.00 per event/trip/purchase. A club must submit receipts to the CAS accountant to account for all purchases made with the advance. All unused funds from the advance must also be taken to the Office of Student Leadership along with the receipts. If being used for an event or trip, these items must be submitted no more than seven (7) days after the conclusion of that event or trip. If being used for an individual purchase, the receipts must be submitted within seven (7) days of the date on the check.

If the cash advance is not accounted for in according to the above timetable, all club budget lines will be frozen until the cash advance can be accounted for. Failure to comply with these guidelines will result in a loss of privilege to request cash advances for the remainder of the academic year.

SGA Credit Card Bylaw

SGA Bylaw #19

SGA recognizes that there is a need for credit cards to be available for club use. To serve the students and clubs, credit cards have been secured for certain individuals within the SGA organization. Some clubs travel extensively or sponsor events that include multiple or large purchases. The advisors of these clubs have been identified and SGA credit cards have been obtained in their name. There are also cards within the Office of Student Leadership which they can use to assist additional clubs in purchases that cannot be made any other way. The following is the list of procedures and stipulations for the use of these credit cards.

Cards in Individual Advisor's Names:

- Prior approval from the Student Government Treasurer may be necessary before the card can be released.
- **This credit card is to only be used by the person whose name is on the card.**
- This credit card can be used for travel expenses and purchases for large events. It should never be used for personal purchases.
- The credit card and all original receipts, with a completed disbursement for each transaction, must be turned into the CAS accountant for processing and record keeping.
- Suspected abuse of the card or this policy could result in suspension of credit card privileges.

General-Use Cards:

- Certain credit cards are available in the Office of Student Leadership and Brick Yard Point that can be used for club purchases as a last resort when all other options are not possible. The credit card can only be used if the company will not take a purchase order or if there isn't enough time to have a check written ahead of time and mailed with the order. It can be used for online purchases, phone purchases or for hotel reservations.
- Clubs must come to the Office of Student Leadership with a completed disbursement order with the anticipated amount. It must be signed by the appropriate parties prior to the charge.
- The credit card can only be used in the Office of Student Leadership by the person whose name is on the card.
- Purchases cannot always be made immediately, so plan ahead.
- Prior approval from the Student Government Treasurer may be necessary before the charge can be made.

The Procedures and Stipulations for Using the Wal-Mart Credit Card:

- To take out a Wal-Mart credit card, the club officer must bring a completed disbursement order to CAS. The disbursement should include the justification, line name and number, Treasurer and Advisor signatures and the maximum amount the club agreed to spend on the items to be purchased. When the purchase is complete, the exact amount will be written in when returned to CAS. The Wal-Mart credit card WILL NOT be allowed out until a complete disbursement is brought in.

- The Wal-Mart credit card must be returned no later than 4:00 pm on the day after it is signed out. If it is signed out on a Friday, it must be returned on the following Monday. The person who signs the card out is ultimately responsible for returning it.
- The card must be returned to the Accountant in CAS with the original sales receipt where it will be put with the disbursement order that was already completed and left at CAS.
- Failure to follow the above procedures for using store credit cards will result in your club losing its privilege to use credit cards again for the remainder of the academic year.

Requests for Additional Funds and Request for Budget Revision

At times, your club may have an idea or an event in which the money necessary exceeds the money you have in your budget. It is also possible that you will decide to move in a new direction and find that a certain line is no longer needed, but that you need some money in a different budget line.

SGA offers an opportunity to request additional funds or revise your budget lines during the year. Please use the appropriate form to either request additional funds or a budget revision (formerly called a line transfer). These forms are available online under the Office of Student Leadership on the Cobleskill website.

Before you request additional funds, confirm your available funds with the SGA Accountant and review your budget for accuracy to see if there is enough money in your account.

These request forms should be turned in at least two weeks before the money is needed and should include a description of what the money is needed for or why you need it in a different line than was originally allocated. The request will first go to the Finance Committee for their recommendation, then on to Student Government for their review. If the request is approved, the pink copy will be returned to the club's contact person and the funds will be transferred into the appropriate budget line.

Request for Additional Funds Bylaw

SGA Bylaw #20

All request for Additional Funds will be submitted to SGA to be reviewed and voted on by the Finance Committee unless request is over \$1,000. If the request is over \$1,000, then the Finance Committee and the Student Government Body will vote on the business. The Finance Committee will report to Student Government Senators at a regular business meeting about the motion.

Club Fundraising Bylaw

SGA Bylaw #21

Student clubs are encouraged to fundraise. Examples of approved fundraising activities include collection of donations, admission charges, and sale of items.

All fundraising efforts are subject to approval by the Finance Committee. A request to raise funds must be submitted for approval to the SGA Treasurer at least one (1) week prior to the event. The Student Government Request to Raise Funds Form must be used.

If approved by SGA, the fundraising information will be communicated to the Office of College Advancement.

Student clubs are subject to the following guidelines/restrictions in raising funds:

1. Use of facilities for the purpose of fundraising should be coordinated through the appropriate reservation system. (i.e. Residence Hall Director, the Office of Events and Conferences, Brick Yard Point) If needed, the Office of Student Leadership will help direct clubs to the appropriate office for reservation requests.
2. All monies raised through approved fundraising activities must be deposited within one week of collecting the funds. The Student Government Deposit Ticket form must be used. All monies must be deposited to the club's "club generated" account through the Office of Student Leadership. A receipt will be issued for the club's records.
3. A fundraising Profit and Loss statement must be submitted to the SGA Treasurer within one (1) week of the completion of the fundraiser. This form lists sales information, including receipt detail, and a list of expenses.
4. All state and local laws will apply to your fundraiser. In accordance with these laws, 50/50 raffles will not be allowed.
5. Payment to vendors associated with the associated with the fundraiser will be subject to final review and approval by the SGA Treasurer.
6. Clubs must pay sales tax when their fundraiser takes orders from the customer and the club submits those exact orders to the vendor and if a club sells food, beverage, or merchandise on a continuous basis.

Clause: If the Finance Committee does not reach quorum, then the Request to Raise Funds is subject to approval by the SGA Executive Board.

Overdue Bill Procedure Bylaw

SGA Bylaw #22

When clubs neglect to pay a bill and it is more than 30 days overdue, Student Government can authorize payment of this bill from the club's appropriate line. If there are insufficient funds for the bill in that line, it will be taken out of the club's Club Generated Miscellaneous Line. If there are not sufficient funds in both lines, the club will be given the opportunity to submit a Budget Revision request if they have sufficient funds in other lines. If there are not sufficient funds in other lines or the club fails to submit a Budget Revision request, the club will need to follow the Deficit Spending bylaw (Bylaw #23).

Deficit Spending

SGA Bylaw #23

If a club spends more than it was allocated in its regular budget lines, there will be a hold placed on the account and the club will be responsible to repay this money to SGA. If there are sufficient funds in the Club Generated Funds Line, those monies can be used to address the deficit. If Club Generated Funds are used and there is still a deficit, however, the remaining deficit must be repaid through additional outside sources. An Additional Funds Request from SGA will not be considered as an option to address any overspending on the part of a club. However, clubs may submit a plan of action to address the repayment of funds for SGA's consideration.

If only one line becomes overspent, the club may request budget revisions to eliminate the deficit. SGA will consider requests to move funds from one line to another to rectify the club's deficit. Clubs must understand that the reduction in funds in any given line will necessitate a change in any planned events or projects that would have used funds from that line or lines.

If the club owes more than they have in their budget even after Club Generated Funds are exhausted, the club will have until the end of the following semester to rectify the situation. If the club does not raise the money by the deadline, the club's charter will be dissolved. Any budget requests will not be considered until all the other conditions of this policy have been met.

Large Purchases Bylaw

SGA Bylaw #24

When making a purchase of over \$1,000 for a product, a club must get quotes from two (2) different vendors. The club may look at both price and quality during the decision process of selecting a vendor to purchase from.

The vendors and prices must be provided in a large purchase form to the Finance Committee or the Student Finance Services for review before making the purchase.

Inventory Form

Club Name: _____

Line Number: _____

Club Advisor: _____

Item	Amount	Location	Tag Number (If applicable)

Student Government Deposit Ticket

Deposit# _____

Deposit Date: _____ Club: _____
 Event/

Event Date: _____ Source: _____

Line#: _____

	How many?	Total
Dollars		
100s		
50s		
20s		
10s		
5s		
1s		
Coins		
Silver Dollar;		
Quarters		
Dimes		
Nickles		
Pennies		
A	\$	

	Ch Number	Amount
Checks		
B	\$	

A	+	B	=	Total of Deposit
---	---	---	---	------------------

Student: _____ Advisor: _____

SLC Steff: _____ Date: _____

White: Business Office
Yellow: Office of Student Leadership
Pink: Club

Disbursement Order

Payee: _____

Invoice Number: _____

If the payee is a student, please include the student's 800 number.

Address: _____

\$ _____

Justification: _____

CHARGE TO: Club Name _____

_____ Club Officer

Line Name _____

_____ Club Advisor

Line Number _____

_____ SGA Treasurer

All checks will be mailed

unless otherwise noted.

Pick-up by

Send to Office of Student Leadership

Unless the disbursement is being used for a cash advance, it is required that an original invoice or receipt, as well as any other related support materials, be attached. An invoice must include the following information: the company name and address, purchase date, list of items purchased, and purchase total. There must be a current W-9 on file for all payees. Submit complete disbursement orders with all necessary attachments to Student Financial Services in Knapp Hall.

Request for Additional Funds

Requests should be submitted at least two weeks before funds are needed.

Club or Organization Name: _____

Your Name and Title (please print): _____

Contact Phone Number: _____ Amount Requested: _____

Line To Be Added To: _____ - _____ - _____
Account # Account Name

Summary of Request: _____

*** Additional details describing your club's request can be submitted on a separate sheet attached to this form. If the details are inadequate, the regarding this request may be delayed.

For SGA Use Only

Date Received: _____ Date Voted On: _____

Amount Approved: _____ Account #: _____ - _____ - _____

President's Signature: _____ Date: _____

Treasurer's Signature: _____ Date: _____

For Business Office Use Only

Date Received: _____ Process Date: _____ JE#: _____

Request for a Budget Revision

Student Government Association

Name of Club or Organization: _____

Your Name and Title (please print): _____

Amount Requested for Transfer: _____

From -----
Line Number _____ Line Name _____

To: -----
Line Number _____ Line Name _____

Amount Requested for Transfer: _____

From -----
Line Number _____ Line Name _____

To: -----
Line Number _____ Line Name _____

If your request includes more than two lines, please fill out an additional request form.

Justification for Request: _____

For SGA Use Only

Date Received: _____ Date Voted On: _____

- Approved
 Denied

President's Signature: _____ Date: _____

Treasurer's Signature: _____ Date: _____

For Business Office Use Only

Date Received:

Process Date:

JE#

Request to Raise Funds Form

Student Government Association

Club Name: _____

Event Title: _____

Date of Event: _____ Time of Event: _____

Location: _____

Event Description: _____

Primary Contact Information

Name: _____ Phone: _____

Purpose of Fundraiser: _____

All monies raised through approved fundraising activities must be deposited within one week of collecting the funds.

***Any matching revenue amount determined will be transferred to your club's
Misc./Action
line.***

Date Received: _____ Process Date: _____ JE# _____

Fundraising Profit and Loss Statement

Student Government Association

Organization: _____

Treasurer: _____

Cash Receipt Number: _____

Advisor: _____

Fundraiser/Donor: _____

Profit or Loss:

	Payee/Donor		Amount
Expenses:			
		Total Expenses:	
Donations:			
Gross Sales:			
		Total Gross Revenue:	
		Revenue:	
		Minus Expense:	
		Total Profit (or Loss):	

Any matching amount determined will be transferred to your club's Misc./Action line.

Club Treasurer: _____

Signature

Date

Club Advisor: _____

Signature

Date

Large Purchases Form

Student Government Association

Club Name: _____ Treasurer: _____

Main Contact Name: _____ Contact Phone Number: _____

A Large Purchases Form **must be completed and submitted to the Business Office prior to any club's purchase of over \$1,000.*

Item(s) to be purchased: _____

	Company Name	Price
Quote #1		
Quote #2		
Quote #3		

Please attach the three quotes to this form and submit it all to Student Financial Services.

If the club would like to purchase from the company that did not give the lowest quote or if you were unable to get three quotes, please explain here:

For SGA Use Only

Approved

Denied



Club Travel

Budgeting and Planning

All SGA chartered clubs must abide by campus travel policies. While SGA and the SGA advisors will assist in any way possible, the final authority for all campus travel, whether it's club travel or otherwise, rests with the Business Office. An advisor must accompany the club on all trips.

When a club plans a trip, either for a conference, competition or just for fun, they first need to make sure they have enough money. If there is not enough money in a pre-existing trip line, you can fundraise additional dollars which can be used for a trip. When budgeting for a trip, you should include travel costs (flights, state rate or mileage reimbursement), hotel, food, entry fees, admission, etc.

There are two steps to reserving a State vehicle for club trips. The advisor needs to visit the SUNY Cobleskill Vehicle Reservation Page (<https://www.cobleskill.edu/about/offices-services/facilities-management/vehicle-reservation-procedure.aspx>) for the college's policies and procedures for using a state vehicle. A state vehicle needs to be reserved through the Vehicle Reservation tab on Employee SharePoint where the advisor will check the box for student club and indicate the name and account number of their club. The advisor must also complete a Travel Order. A Travel Order can be downloaded from this link: https://www.cobleskill.edu/about/offices-services/business-affairs/pdf/Travel_Order.pdf or by picking up a paper copy from the Office of Student Leadership. The Student Government rate for using the state vehicles coincides with the NYS rates per mile. Travel Orders for club trips must be signed by the SGA advisor who will then forward the form to the Business Office. The online vehicle reservation and a Travel Order must be complete before the travel can be approved. Each club will receive an invoice from the Business Office for all vehicle usage which they must pay with a disbursement from an applicable line.

Completed Travel Orders must be submitted to SGA at least 14 days prior to the requested travel.

Final rosters must be submitted with the Travel Order when possible. If there is a change in the roster, the final version needs to be submitted when the vehicle is picked up on the day of travel.

All drivers of State vehicles must be LENS approved through UPD. Drivers of 12-passenger vans must also take and pass a Van Driver Safety Course.

Trip Checklist

Please use the following checklist in planning for your trip.

- If the group agrees to travel for any reason, that decision must be reflected in the club's minutes. The details must be officially documented (destination, dates of travel, which advisor(s) will accompany the club, and that funds are available to cover the costs of travel).
- Make a budget of all anticipated expenses which may include travel costs (flights, state rate or mileage reimbursement), hotel, food, entry fees, admission, etc.
- It is recommended that clubs use college owned vehicles for travel purposes, but in the event that personal vehicles are used a Travel Order must still be submitted in advance. The club has the option of reimbursing the owner of a personal vehicle used for club travel, in which case the Mileage Reimbursement Form should be used. To use a college owned vehicle, the advisor must complete a Travel Order as well as reserve the vehicle through Employee SharePoint. Refer to the vehicle reservation procedures online.
- Make sure your drivers are approved through UPD.
- Reserve hotel rooms, if applicable. Hotel rooms shall not be shared by students and advisors. Students sharing a hotel room shall be of the same gender identity.
- Estimate how much cash you may need for food, entry fees, admission, etc.
- Secure the required funding by submitting appropriate paperwork. Contact the SGA Accountant if you have questions. REMEMBER: check requests and cash advances can take up to a full week to secure through Student Financial Services. No club or organization is allowed to exceed the annual budget allocation. Club funds are allocated in specific budget lines. The rules for accounting and disbursing funds must be followed.
- The week prior to your event/trip, confirm reservations and hand in the Emergency Contact Information Form with the names of all students and responsible advisor(s) or staff/faculty person participating in the event. Also include the phone number of the advisor or staff/faculty person responsible so they can be reached in the event of an emergency.
- If any problems arise during a trip, contact the University Police at (518) 255-5555.

If you have any questions regarding a club trip, please call the SGA Advisor at (518) 255-5300.

Club Travel

SGA Bylaw #25

All club travel must be in accord with campus travel policy. As an entity within the college, all SGA chartered clubs must obey the travel policies as set forth by the Business Office.

Clubs are required to fill out a travel order for ALL club trips in which they are requesting to use state owned vehicles. Vehicles must be requested through Employee SharePoint, which can only be accessed by faculty or staff, prior to submission of a travel order. Travel orders must be submitted to the Office of Student Leadership after they have been **completed** (at least 10 days before the planned trip). The travel order **must** be signed by a Student Government advisor. The travel order will be reviewed against available budget funds and if approved will be sent to the Business Office for final approval prior to being forwarded to Facilities Management to reserve the needed vehicles.

The Mileage account for the club will be charged for all travel orders submitted. If there are not sufficient funds in the club's Mileage account at the time of processing, the mileage will then be charged to the Miscellaneous/Action Dollars line. If sufficient funds are not available to cover the mileage expense in either club line, then the mileage will be charged to the club's Club Generated Miscellaneous Line.

If there are insufficient funds for the mileage in these three (3) lines when the travel order is submitted, the request for travel will not be approved. The club may submit a Budget Revision Request if they have sufficient funds in other lines. If the travel order is approved and the club proceeds to overspend their budget after the approval, clubs will need to follow the Deficit Spending Policy (Bylaw #23).

Mileage Reimbursement

SGA Bylaw #26

Clubs and organizations, recognized by SGA and funded through the Student Activity Fee, may use their budget lines to reimburse club members and/or advisors for mileage incurred using privately-owned vehicles while traveling for official club purposes.

Mileage shall be reimbursed at the current state reimbursement rate. All mileage shall be recorded on a Mileage Reimbursement Form approved by Student Government and CAS. A separate form shall be used for each vehicle. Forms may be submitted at any time so long as the reimbursement amount is greater than or equal to five (5) dollars.

The starting point for all travel should be the college campus. If an alternate location is used as the starting point, then you will be reimbursed for mileage from that location only if the mileage to the destination is equal to or less than the mileage from the campus to the destination.

TRAVEL ORDER

Date: _____ Charge to Account: _____

Name: _____ Destination: _____

Date and Time of Departure: _____ Purpose: _____

Date and Time of Return: _____

Other members of party: _____

TRAVELING OUT-OF-STATE—IF REIMBURSEMENT FOR TRAVEL OUT-OF-STATE IS REQUESTED, CHECK BELOW:

Travel involved is integrally related to duties assigned. Failure to approve such travel would prohibit performing primary duties. Specify duty under explanation.

The requested travel authorization is demonstrably required by terms of a contract or grant. Name contract or grant under explanation. ***** If travel out-of-state is for attendance *Conferences, Conventions or Meetings* at associations or organizations, check below. *****

Presentation of research findings and/or significant program participation at meeting or conference, etc. Explain below:

Officer of sponsoring organization with significant role in conduct of meeting, conference, etc. Name office and organization below:

EXPLANATION: _____

Please Note: This form must be completed and approved in advance of travel requested. Submit all copies for signature to your appropriate budget holder and then to the Business Office.

ESTIMATE TRAVEL REIMBURSEMENTS

Check, and Provide Necessary Information:	AMOUNT
<input type="checkbox"/> College reimbursement not required.	
<input type="checkbox"/> Travel by College car requested. Estimated mileage: _____	
<input type="checkbox"/> Reimbursement for travel by personal car requested. (Mileage _____ State reimbursement rate <u>.505</u>)	_____
<input type="checkbox"/> Travel by personal car requested—No charge to College.	
<input type="checkbox"/> Travel by common carrier (bus, airplane, train)	
Fare	_____
Meals	_____
Lodging	_____
Tolls	_____
Dues or Registration Fee (please indicate) _____	_____
Other expenses (please indicate) _____	_____
Total requested by Traveler	\$ _____
Total approved by Budget Holder	\$ _____

REQUEST FOR COLLEGE VEHICLE ASSIGNMENT

Approved
 Disapproved (No vehicle available)
 Not Applicable

REQUEST FOR TRAVEL

<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved		_____ Budget Holder
<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	NOTE: Be sure to submit SIGNED COPY of this form to the Office of Business Affairs.	_____ Appropriate Vice President

DISTRIBUTION:
1-Business Office; 1-Budget Holder, 1-Originator

Please Note: Requests for reimbursement will be honored only up to the amounts indicated above

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Emergency Contact Information

Student Government Association

Club Name: _____ Destination: _____

Chaperone's Name: _____ Chaperone's Contact Number: _____
(This must be a SUNY Cobleskill employee)

Departure Date and Time: _____ Return to Campus Date and Time: _____

Mode of Transportation: Airplane Bus State Vehicle(s) Personal Vehicle(s)

Student's Name	Student's Cell Phone #	Emergency Contact Name	Emergency Contact #

Please submit to the University Police Office prior to departure.

**Student Government Association
MILEAGE REIMBURSEMENT FORM**

Name: _____

Student 800: _____

Address: _____

City: _____ State _____ Zip _____

Club Name: _____

Purpose of Travel: _____

2020-2021 SGA Mileage

Rate \$ 0.575 per mile

Date	Destination and/or Return	kilometer In	Odom. Out	Mileage	Claim (Mileage x Rate/Mile)
				TOTAL	

Date

Signature



Other Resource

Risk Management

SGA purchases insurance coverage for all clubs. Their policy covers club trips and activities both on and off campus with certain limitations. For SGA to maintain its insurance coverage and positive relations with their insurance agent, we ask that all clubs manage their risks carefully. If you are planning an event or trip where students might be exposed to risk to their safety or wellbeing, you should consult with SGA during the planning process. While SGA is not interested in taking away the autonomy of clubs in these matters, they do reserve the right to intervene if they determine that a planned event or trip is too risky.

If your club is planning an activity that involves youth, please consult with the Human Resources Office before planning the event. There are significant safety and liability issues relating to events that may include youth.

Social Media Guidelines for Student Clubs and Organizations

Social media accounts are a great way for members of student clubs and organizations to keep in touch. They're also a great way to share good news with a broader audience. In order to maintain a consistent and positive public image of SUNY Cobleskill and all its related activities, the Office of Communications and Marketing (C&M) recommends the following guidelines for social media use:

Facebook Pages v. Facebook Groups

A Facebook page is public and works much like an individual profile. Posts and comments can generally be seen by anybody. Facebook groups can be private (or secret). If a club is more interested in member communication than public promotion, we recommend using a private group.

If you decide to use a public page, understand that the page's contents reflect SUNY Cobleskill and should remain positive and professional. The guidelines below apply primarily to public pages, but anything published online should be regarded as public information.

- The club should designate one social media manager to be responsible for the club's social media account. That person should monitor the account regularly (at least once a day) to ensure there is no profanity, slurs, or other negative content. In cases of uncertainty, err on the side of caution.
- The club advisor should play an oversight role in monitoring the club's social media content.
- The social media manager should answer questions (messages or comments) carefully and respectfully, always mindful that they reflect the College. Defer to the club advisor in cases of uncertainty.
- The social media manager should have the contact information for the C&M office (Jim Feldman, 518-255-5631, feldmajs@cobleskill.edu).
- The club should grant administrator privileges on its club page or group to Communications and Marketing.
- Use the hashtag #SUNYCobleskill in all posts so they will be more visible to C&M staff to share when appropriate. Keep other hashtag use professional and appropriate.
- Do not tag individuals in posts without their consent.
- The C&M staff will offer occasional mini seminars about best practices for social media and marketing for club advisors and social media managers.
- The Office of Communications and Marketing can choose to un-publish a page temporarily when it is inactive

Communications and Marketing Project Services for Clubs and Organizations

The Office of Communications and Marketing (C&M) is available to provide design service and/or assistance to help promote campus clubs and organizations. Advance planning is required and approximately four weeks' time needs to be provided for project completion. For more information, contact Graphic and Visual Communications Designer Jennifer Schorf at schorfjm@cobleskill.edu or 518-255-5640.

HOW TO REQUEST SERVICES

1. Complete the Project Request form <http://www.cobleskill.edu/about/administrative-offices/communications-marketing/request-form.asp> and provide all the necessary materials.
2. A project meeting will be scheduled.
3. Meet with appropriate C&M staff to discuss project and time schedule.
4. Review proofs throughout the process and sign off on project upon completion.

Project meetings will not be scheduled or started unless a project request form and all materials (text, photos, etc.) have been submitted.

GUIDELINES BY PROJECT TYPE

Advertising/Ads – All newspaper, magazine, and publication advertising must go through the C&M office. This type of advertising will be designed by the C&M office to ensure it meets campus branding standards.

IMPORTANT: No ads should be submitted to newspapers, magazines or publications without C&M designing them and providing the final approved file.

- 1 - Complete a Project Request Form and provide all the necessary materials/details to C&M.
- 2 - Meet with C&M regarding project.
- 3 - Ad will be created by C&M and proofs will be sent to the client for content accuracy review.
- 4 - Club member will provide content edits on a marked-up hard copy or via email.
- 5 - Once the ad is completed by C&M a final production file will be provided to the client for them to submit to the vendor along with their billing information.
- 6 - Club member is responsible for submitting ad and handling payments.

Postcards – Postcards are occasionally created to promote activities and should always contain the college logo. There are specific mailing standards, so clubs need to work with the C&M office to ensure their postcard meets postal regulations. The typical postcard size is 4.25" x 6", which mails at the

postcard rate. Custom oversize postcards can be created but will mail at first-class letter rate. Clubs should submit a Project Request Form and request postcard design and/or request assistance with developing their own postcard.

Clubs can choose to design their own postcard but should follow these steps:

- 1 – Complete a Project Request Form for assistance with project design.
- 2 – Submit a Logo Request Form to get an up to date logo file.
- 3 – Meet with C&M to discuss specifics regarding postcard design.
- 4 – Design the card and provide proofs to C&M for logo usage and design approval.

Posters – various sizes

- 1 – All posters should contain the college logo.
- 2 – Submit a Logo Request Form to get an up to date logo file.
- 3 - Clubs should work with the campus Print Shop to ensure their poster is set up correctly for printingoutput.
- 4 – Club designs the poster.
- 5 – Club provides a proof to C&M for logo usage approval.

Flyers – The typical flyer size is 8.5” x 11”.

- 1 – All flyers should contain the college logo.
- 2 – Submit a Logo Request Form to get an up to date logo file.
- 1 - Printing can be done through the Office of Student Leadership. Large prints can also be donethrough the Office of Student Leadership with prior coordination.
- 2 – Club designs the flyer.
- 3 – Club provides a proof to C&M for logo usage approval.

If there is an item that you’re considering that is not listed above, please contact C&M.

DESIGN STANDARDS

Clubs should refer to the following visual standards and guidelines when creating their own promotional materials.

College Color: Pantone 021 (orange),

Complementary Colors which can be used (as of 2017): Black, White, Turquoise (pantone 324)

SUNY Cobleskill Logo

The college logo should be used on all items that promote the College and activities it sponsors. The logo should be requested through the Office of Communications and Marketing via the Logo Request Form <http://www.cobleskill.edu/about/administrative-offices/communications-marketing/logos1.asp>.

The logo should not be altered in any way from its original state. No other graphics or text should be combined with the logo. When using the logo, you are required to provide a proof to C&M for approval of the usage. You should not go to production on anything until the C&M office has provided you written logo usage approval. Proofs should be submitted to: Graphic and Visual Communications Designer Jennifer Schorf at schorfjm@cobleskill.edu or 518-255-5640.

SUNY Cobleskill Club Logos

Clubs can request a SUNY Cobleskill Club Logo created for their organization by C&M. This logo includes the official college logo and the club name, possibly including a small graphic element that broadly represents the club if workable. Clubs should complete the Project Request Form <http://www.cobleskill.edu/about/administrative-offices/communications-marketing/request-form.asp> to have one developed.

A SUNY Cobleskill Club Logo should not be altered in any way from its original state. No other graphics or text should be combined with it. When the club logo is going to be used off-campus, for advertising, exhibits and other uses, please provide a proof to C&M for approval prior to production. Proofs should be submitted to: Graphic and Visual Communications Designer Jennifer Schorf at schorfjm@cobleskill.edu or 518-255-564.