

# 2020-2021 Union College

## Student Government Association & Student Involvement Handbook

**Office of Student Development**

310 College Street, CPO D23, Barbourville, KY 40906 | Phone: (606) 546-1230 | Fax: (606) 546-1769

**[www.unionky.edu](http://www.unionky.edu)**

## Table of Contents

Please use the following guide in navigating this document.

	Page
<b>Campus Life &amp; Student Involvement</b>	3-9
<b>Additional Active Programs, Groups, &amp; Clubs on Campus</b>	7
<b>Student Government Association Constitution and By-Laws</b>	9-17
<b>Clubs and Organizations Handbook</b>	19-27
<b>Request for Approval of Clubs and Organizations</b>	28

## 2020-2021 Union College Student Government Association & Student Involvement Handbook

This Student Handbook is a companion document to the following documents that cover the same time interval:

- Union College Academic Catalog
- Union College Student Handbook
- Union College Title IX Grievance Policy (Published: August 14, 2020)

## Campus Life & Student Involvement

### I. Campus Student Center

- a. All activities within the Campus Center fall under the direction of the Student Development Staff. Daily operations of the Bookstore, Dining Services, Campus Post Office, and Campus Security are not part of Student Development.
- b. The Student Center is frequented by various members of the community, prospective students, current students, faculty, and staff. Because of this, appropriate dress is required in all campus buildings and public areas of campus.
- c. In addition to the Kennel and Dining Hall, the Student Center offers vending machines for snacks and drinks, located by the main stairwell. Vending machines are leased and therefore not Union College property. Vandalism and/or intentional damage to vending machines can result in a minimum fine of \$100. Refunds for all vending machines are made through the Business Office.
- d. The Student Center offers both a lower level lounge and an upper level lounge, equipped with various seating options. In the upper level lounge, there are entertain options provided including TVs, access to pool (via the Game Room), and access to ping pong/table tennis (via the Game Room).
- e. Conference rooms are in the Student Center that can be used for student activities, meetings, and programs. To schedule a conference room, contact the Events Coordinator.

### II. Game Room

- a. The Recreation Room is located on the upper level of the Campus Center and contains billiards, table tennis, and video games. The Recreation Room is open for use by all students holding a current Union ID and for staff and faculty of the campus community.
- b. Students with a current Union ID may check out game equipment from the Activities office. Children, family members and/or guests of UC students, faculty and staff do not have direct access to the recreation room and/or game equipment and therefore must be accompanied by their UC relative or host. The ID holder assumes full responsibility for the equipment and understands that any damage to the equipment will be charged directly to them. Use of equipment is a privilege limited exclusively to the Union person who checked out the equipment. The ID card will be returned only to the person named on the face of the ID.
- c. Gambling is strictly prohibited and may result in suspension. The Recreation Room is a designated tobacco-free area. Cooperation is essential for continuing Recreation Room privileges. The Recreation Room closes 15 minutes prior to the closing of the Campus Center.

### III. Campus Activities

- a. Union College is a member of a national campus activity organization, the Association for the Promotion of Campus Activities (APCA). APCA is an organization comprised of nearly 1,000 college unions and activities professionals worldwide. APCA is dedicated to enhancing campus life through programs, services and publications.

### IV. Campus Activities Board (CAB)

- a. The Campus Activities Board (CAB) designs, sponsors, and produces a variety of activities on campus and supports and encourages individuals and organizations to create their own activities. Members help plan and sponsor major events, including homecoming, spring formal, lip-sync contests, student dinners, dances, bonfires, outdoor recreation, and other campus activities. Membership is open to all students so stop by the Campus Life Office for more information.

**V. Student Organizations**

- a. You can participate in and develop leadership skills through many campus organizations. Some are departmental, some are limited to honor students in their fields, and most are open to all students. Each is required to have a faculty or staff sponsor and some include faculty and staff in their memberships. To maintain a student-led government, all current clubs and organizations must file a petition for official recognition through the Student Government at the beginning of both the fall and spring academic semesters. In future academic years, it will only be necessary for those interested in founding new organizations to petition for approval and recognition. Faculty approval may also be required.
- b. Every club or organization involved with planning an event or special activity on or off campus must seek the advice and consent of the Director of Campus Life. This is especially critical if the planned event involves fund-raising. Off-campus fund-raising requires special permission from the Advancement Office. No club/organization, which includes athletic organizations, may open an account and keep funds off campus.
- c. All signs, posters and flyers posted around campus must meet the following criteria:
  - Must be hung on a campus bulletin board
  - Must be removed within 24 hours of the event
  - May not be hung more than three weeks prior to the date of event.

**VI. Union College Student Government Association (SGA)**

- a. Union College students have a vital role and a distinct responsibility in the governance of the College. Students, through Student Government, hold responsibility to be self-governing; seek representation from all sectors of the campus community; create fair representative government; project the best aspirations of the community; provide support to the administration for effective enrichment of college life; and to assure the welfare of the student community by identifying important community projects, needs, problems, and solutions. Governance shared with the students, faculty, staff, and administration is how Union College succeeds in its commitment to being student-centered.
- b. The funding base for the SGA is the Activities Fee of \$100 per semester per full-time undergraduate student. Student Government accepts clear responsibility to fairly represent the student body, to set goals and program for each college year, to budget and distribute its resources with consideration for needs of various constituencies, and to promptly expedite all commitments.
- c. SGA is a special forum for the principles set forth by the College’s Mission, Core Values, and Strategic Vision statements: it is a forum for learning, for service, for enlarging personal competencies, for exploring and applying values, for practicing stewardship of resources, and for discovering and claiming personal transformation. You can read the entire SGA Constitution in the Important Information section of this handbook.
- d. 2017-2018 Student Government Association (SGA) Officers
  - **President:** David Miller
  - **Executive Vice President for Student Development:** Elizabeth Greer
  - **Vice President for Academic Affairs:** Kayla Smith
  - **Vice President for Athletics:** Isadora Diniz
  - **Vice President for Public Relations:** Pedro Moreira
  - **Vice President for Business Affairs:** Andre Marques

**VII. Co-Curricular Transcript**

- a. Whether it’s in student government, community service, theatre or intercollegiate athletics, Union “tracks” much of your involvement in college clubs and organizations, especially those that involve campus-wide leadership. So, when you’re ready to graduate, don’t forget to print a copy of your Co-Curricular Transcript from My Union.

**VIII. Intercollegiate Athletics**

- a. Union College offers a full intercollegiate athletic program in a wide variety of men’s and women’s sports. Union is a member of the National Association of Intercollegiate Athletics (NAIA), Appalachian Athletic Conference (AAC), Mid-South Conference (MSC), United States Bowling Congress (USBC), National Collegiate Cycling Association (NCCA), and the Southeastern Collegiate Cycling Conference (SCCC). The College promotes athletics for physical, emotional, and social development as a vital part of its program of extracurricular activities.
- b. The College varsity programs for women include basketball, cheerleading, golf, cycling, soccer, softball, cross country, track & field, archery, swimming, tennis, bowling, dance, and volleyball.
- c. In intercollegiate men’s competition, Union is represented by varsity teams in basketball, baseball, cheerleading, football, cycling, golf, cross country, track & field, archery, swimming, tennis, bowling, and soccer.
- d. The Varsity Athletics Staff prepares the section of this handbook relating specifically to varsity athletes in the interest of keeping them well informed on NAIA and college regulations and on department expectations, regulations and resources.
- e. Strength and Conditioning Program
  - i. The Athletic Department operates a 2,000-square-foot strength facility that provides the most modern equipment available. The College’s facility features a variety of free-weights, power stations, benches, and a line of Nautilus and Universal machines, under the guidance of the, “Director of Strength & Conditioning” coach.
  - ii. The strength complex has scheduled hours that allow not only for student-athlete use, but also for the general population of Union College.

**IX. Intramural Athletics**

- a. Union College provides a program of intramural activities involving both team and individual sports. Union is a member of the National Intramural and Recreational Sports Association (NIRSA) and adheres to their principles and guidelines in governing its intramural program. The Intramural Program is managed by the Student Development Offices through Campus Life / Campus Activities Board.
- b. Students are heavily involved in managing, programming, and officiating the IM program and participate as members on the Intramural Council, an advisory and policy board that governs the IM program. The program caters to the needs of students, is a “sports-for-all” program and provides a good balance in activities for men and women, including co-educational activities. Typical programs include basketball, volleyball, softball, billiards, ping-pong, swimming, video-game tournaments and others.
- c. Please note that participation in intramural programming is a privilege that may be suspended for violence/poor sportsmanship, fighting, abusive and/or obscene language, and failure to cooperate with officiating decisions. The requirements of the Student Conduct Code apply fully in the intramural context.

**X. Wellness Activities**

- a. Soldiers and Sailors Wellness Center opened in March of 2009. This facility provides equipment for cardiovascular and weight training. Students are welcome to use the facility if they present a valid student ID card.

**XI. Programs in Housing**

- a. Programs are offered throughout the semester for residential students to participate in within their own residence location. Students are encouraged to engage with their Residence Life Staff to find out more, attend activities, and to provide more activities within residence locations.
- b. If a program, activity, or interest is not offered, residents are encouraged to suggest it to the Residence Life Staff to bring in the future.

**XII. Center for Civic Engagement**

- a. Community service and civic engagement are integrated parts of life at Union College, and the new Center for Civic Engagement provides a variety of opportunities to get involved. The Center sponsors programs and events which work well for those students who have only an occasional interest in service as well as opportunities for those students who choose to make a significant and ongoing commitment to service.
- b. Some reasons why students get involved with community service and civic engagement:
  - Make a difference in someone’s life!
  - Make new friends both in the community and on campus
  - Gain professional experience in your area of interest.
  - Have fun learning new skills, including leadership skills
  - Connect what you’re learning in the classroom to what you can do for others
  - Choose a program or projects that fits your level of interest
  - Share your strengths and talents serving alongside other students, faculty, and staff
  - Get involved in student-led programming while developing your own leadership skills
  - Continue a tradition of Union serving the community since the 1960’s
- c. U-Serve functions within the Center for Civic Engagement as a clearinghouse to coordinate all community service initiatives. The U-Serve Program will coordinate a “Day of Service” or similar experience upon the request of a team or club. Please contact the Center for Civic Engagement with your own ideas for a service project. In many cases, U-Serve can provide some supports for student-initiated community service projects which address a community need while also promoting a positive image of Union College in the community. U-Serve can work with students to find a service opportunity which meets requirements for the U-Grad program sponsored by Academic Affairs. For more information on the U-Grad program contact Stephanie Smith, Associate Academic Dean for Student Success.
- d. **Programs**
  - i. Common Partners: is a program in which students have an opportunity to earn scholarship for their commitment to participate in service to the community. The average weekly amount of service for students participating in Common Partners is about 4-5 hours per week.
  - ii. If you receive Federal Work Study, and would enjoy fulfilling your hours in the community, the Common Partners program can help place you with one of our 40 community partners for work that matches your interests.

**XIII. Scheduling Events**

- a. Various locations on campus are available for Union College affiliated activities. Contact the Events Coordinator at 606-546-1231 for more information regarding available spaces and set ups.
  - i. Example of events: Club meeting, sports team banquet, & study sessions.
- b. Union College does provide facilities and services on a fee basis for events not affiliated with Union College activities. Contact the Events Coordinator at 606-546-1231 for more information.
  - i. Example of events: Wedding, reception, community meeting, & community workshops.

## Additional Active Programs, Groups, & Clubs on Campus

### **BULLDOG BUDDIES**

- Students serve as one on one mentors to community children through tutoring, activities and field trips.

### **TIMELESS TALES READING CENTER TUTORS**

- Students, faculty and staff serve as one-on-one tutors in the Timeless Tales Reading Center.

### **CHILDREN'S ART PROGRAM VOLUNTEERS**

- A student-led after school program to provide arts and crafts instruction and activities for local children.

### **INTERNATIONAL CLUB**

- This club was created to bring out international students and domestic students together, to learn from one another.
- Contact: Bruce Cory, ext. 1229

### **NATIONAL & KENTUCKY EDUCATION ASSOCIATIONS-STUDENT PROGRAM (KEA/NEA-SP)**

- Acquaints prospective educators with the history, ethics, and programs of the organized teaching profession; provides practical experience by working together in democratic and collaborative ways on the problems and issues of the profession.
- Contact: Department of Education, ext. 1279

### **APPALACHIAN WILDERNESS CLUB**

- Seeks to encourage wilderness recreation and exploration through biking, caving, canoeing, hiking, rafting, and white-water rafting.
- Contact: Andy Messer, ext. 1348

### **GAY STRAIGHT ALLIANCE (GSA)**

- An alliance of people from all sexual orientations.

### **NURSING CLUB**

- Provides a supportive community for all interested in the nursing profession.

### **"REFLECTIONS" LITERARY MAGAZINE**

- Provides encouragement and opportunity for creative writing and publishing.
- Contact: Dr. Jimmy Dean Smith, ext. 1247

### **SPIRITUAL LIFE TEAM**

- Serves to plan, set policy and coordinate activities enhancing spiritual awareness and growth.
- Contact: Campus Minister, ext. 1291

### **NEWMAN CLUB**

- An organization principally for Union Catholic students to engage their energy and enthusiasm in faith and fellowship.
- Contact: Fidelis Achenjang, ext. 1275

### **BAPTIST CAMPUS MINISTRY**

- BCM is a place to show the love of Christ through authentic relationships with students, faculty, staff, and alumni. We welcome all denominations.
- Contact: Walter Wahlstedt, ext. 1661.

### **SOCIAL WORK CLUB**

- The purpose of the club is to educate the community about social work, provide service to the community, and provide learning opportunities for students.

### **PSYCH BOWL**

- This is a Kentucky Psychological Association (KPA) hosted single elimination competition for UG Psychology majors in KY. UC has competed in this even for more than 10 yrs.

### **PSI-CHI**

- This is a national honor society for psychology students based on excellency of academic endeavors. Psi-Chi members can be expected to discuss topics of current interest in the field, network, study, and promote psychology.

### **PSYCHOLOGY CLUB**

- Psychology Club is an organization established by Union College's psychology department. The purpose of this club is to capture the interest of Union College students into the field of Psychology.

### **SCIENCE CLUB**

- To promote student interest in the sciences through recreational activities, lecture-discussion, lab exercises, field trips, and academic guidance.

### **SOCIOLOGY CLUB**

- Serves several different functions: to help students explore the world from a sociological perspective; to encourage sociology majors to celebrate their successes.

### **ALPHA PSI OMEGA, ZETA CHI CHAPTER**

- A national honorary theatre fraternity, which serves to promote and encourage theatre activities and to recognize and honor those persons who participate in the production of theatre.

### **CAMPUS ACTIVITIES BOARD (CAB)**

- Seeks to design, sponsor, and produce a broad range of activities on campus; to provide support and encouragement to individuals and organizations seeking to create activities.

### **UNION COLLEGE STUDENT AMBASSADORS**

- A student service organization whose purpose is to assist the Admission Office in introducing new students and guests to campus life and facilities.

### **UNION COLLEGE SOCIAL PLAYERS GUILD**

- A group of students who are interested in a variety of games. The games vary from Xbox games to board games.

### **STUDENT GOVERNMENT ASSOCIATION (SGA)**

- SGA comprises a group of elected student leaders that form a parallel structure to the current administration of the college and serves as the representative voice for all current students.
- Contact: Justin Kitts, ext. 1219





## Union College Student Government Association

### Constitution and By-Laws

#### Preamble:

- We the Student Government of Union College herein establish the Constitution of the Student Government Association of Union College wherein is defined the vision, authority, range, and ideological foundation for this organization. The mission of the Union College Student Government is to represent the student opinion and voice to the faculty, staff, administration, and each other while fully understanding the importance representing student welfare on and off campus.

#### Article I: Name of Organization

- Section 1. Naming
  - i. The name of the Student Government shall be the Union College Student Government Association.

#### Article II: Purpose

- Section 1. Purpose
  - i. The Student Government Association Constitution and Bylaws direct the purpose, planning, decisions, and activities of student governance. The language and spirit of this document must be in harmony and in compliance with the Union College Mission, Core Values, and Strategic Vision Statements. It must also be compliant with the content of the student handbook and the Catalog for the year of the same date.
  - ii. Student Government Association is the representative, deliberative, and consultative voice for all current Union College Students. All Current full-time, undergraduate students, which shall be denied as those enrolled in 12 or more credit hours per semester, shall have one vote on all matters requiring a popular polling of the student body.
- Section 3. Funding
  - i. Funding for Student Government Association is provided through the Student Activity Fee of \$100.00 per semester per full time student, of which 50 percent goes to the Campus Activities Board.

#### Article III: Meetings

- Section 1. Meetings
  - i. The Student Government Association shall meet no less than three times a month during the academic semester.
  - ii. The President of the Student Government Association will serve as the chairman of the meetings.
  - iii. The Student Government will operate meetings under the guidelines of Roberts Rules of Order. This will be by reserving the right to remove any person from such meeting who does not present him or herself in a controlled decorum.

- iv. Full meetings of the Student Government Association are open to the public, defined as any full-time student, and will be posted at minimum a week in advance by the Vice President for Public Relations.
- v. Cancellation of any meeting will be done so with a minimum of 24 hours' notice by the Vice President for Public Relations, except for a weather-related campus closing coming the day of a meeting.
- **Section 2. Fund Request**
  - i. In the case of fund requests, a representative of the group requesting funds is asked to present the case of the group for consideration of the Student Government Association. Upon completion of a presentation, a question and answer session may take place to resolve questions of the Executive Committee or from general students present. After this time; the representative shall be excused, so that the membership of the Executive Committee may vote. The party requesting funds will then be notified within 48 hours of the decision of the counsel.
- **Section 3. Quorum**
  - i. A minimum of 50 percent of the Executive Committee plus one will be required to be present at a meeting for a quorum to be present.
- **Section 4. Majority Vote**
  - i. Before a vote can be taken, a quorum must be met. Once the quorum is met, 50 percent of the voting membership plus one must be present to declare a decision valid.

**Article IV: Officers**

- **Section 1. Officers**
  - i. The officers of the Student Government Association shall be the president, executive vice president for student development, vice president for business affairs, vice president for academic affairs, vice president for athletics, and vice president for public relations.
  - ii. The President of the Student Government Association has no voting privileges, with the exception being in a tie amongst a quorum of voting members where the President would serve as the tiebreaker.
  - iii. All Vice Presidents of the Student Government association bear full voting privileges.
- **Section 2. Officer Responsibilities**
  - i. **President**
    - a. Shall meet with the Student Government Association Advisor weekly to collaborate on current issues.
    - b. Shall lead the officers the successful creation and completion of goals and initiatives for the elected term.
    - c. Shall support, direct, and oversee the efforts of the officers of the Student Government Association.
    - d. Shall lead in creating a leadership-training program for the officers of the Student Government Association to be completed prior to the beginning of the academic calendar year.
    - e. Shall collaborate with the College President in creating and sustaining a working relationship with the President's Cabinet and the Student Associate Trustees.
    - f. Student Associate Trustees will meet with the Student Government Association President and President of the college on all matters pertaining to the Student Government Association.
    - g. Shall administer the requirements of this constitution, leading in reviews and refinements, as necessary, to this document.
    - h. Shall examine this document with the officers during the first meeting of a collegiate year to ensure proper use.

- i. Shall provide or delegate leadership and representation as may be required at special events which may include but are not limited to new-student orientations, special convocations, Board of Trustee meetings, and travel/appearances for the college.
- j. Shall staff and manage the Student Government Association office and the service that office provides to the student body.
- k. Shall develop agendas for all general session meetings and coordinate with the Vice President for Public Relations to publish those before the meetings.
- l. Shall develop agendas for Executive Committee meetings for the Student Government Association officers' use.
- m. Shall work for greater communication between the students, faculty and administration.
- n. Shall preside as chairman over the Executive Committee meetings.
- o. Shall maintain day-to-day operations of the Student Government Association.

**ii. Executive Vice President for Student Development**

- a. Shall serve the Executive vice president of the Student Government Association and assume the duties of the president in his/her absence and/or the office of the president in the event it is vacated.
- b. Shall advise and inform the Student Government Association on matters relating to the overall life and general welfare of the undergraduate student body.
- c. Shall collaborate with the Vice President of Student Development once a month in creating and sustaining areas of student life including but not limited to campus activities, student health services, campus center services, food services, campus housing and programming, intramural/wellness programming, and programming for new-students.
- d. Shall be responsible for enforcement of guidelines set forth through The Union College Student Clubs and Organizations Handbook of all Clubs and Organizations on campus, and act as the liaison between the Clubs and Organizations and the Student Government Association.
- e. Shall collaborate with the Vice President for Business Affairs to ensure that clubs and organizations receive funding and other resources in support of planned events.
- f. Shall report information concerning Campus Activities Board to the Student Government Association.
- g. Shall meet with Campus Activities Board director within the first two weeks of the beginning of each semester, and subsequently once a month with the Student Assistant for the Campus Activities Board following this up with a report to the Executive Committee.
- h. Shall hold a monthly open student forum in preservation of the student voice on campus.

**iii. Vice President for Business Affairs**

- a. Shall lead in preparing a budget for the Student Government Association, to be presented to the Executive committee within two weeks after the Add/Drop date.
- b. Shall work collaboratively with the college's Vice-President for Business Services in managing the business and finances for Student Government Association.
- c. Shall work collaboratively with the Union College Vice President for Advancement in maintenance and perpetual care of the Student Government Association's campus projects.
- d. Shall bring a weekly report of current financial information to the Executive Committee meetings.
- e. Shall collaborate with the College's Vice-President for Business Services in producing an audit of Student Government Association funds at the close of each semester.
- f. Shall disburse funds as per Student Government Association approval, keeping a proper documentation record, reconciling all disbursements, and prepare procedural

information on fund management and in compliance with the constitution of the Student Government Association.

- g. Shall monitor Student Government Association costs of operation and recommend controls as needed.
- h. Shall be responsible for recording minutes of the general session meetings and through collaboration with the Vice President for Public Relations distributing the minutes of general session meetings to the student body.
- i. Shall be responsible recording minutes of Executive Committee meetings for limited distribution to the Executive Committee.

**iv. Vice President for Athletics**

- a. Shall collaborate in discussions and programming related to collegiate athletics.
- b. Shall meet with the Athletic Director within the first two weeks of school and discuss semester plans.
- c. Shall receive grievances from student-athletes and report them to the Athletic Director.
- d. Shall serve as an ex-officio member of the Student Athletic Advisory Committee.
- e. Shall collaborate with the Sports Information Director and Vice President for Public Relations in the encouragement of student support of all Athletic events.
- f. Shall provide a report of the position and its actions each month in correspondence with the rest of the Student Government Association officers.

**v. Vice President for Academic Affairs**

- a. Shall collaborate with the Vice President for Academic Affairs at the minimum once a semester.
- b. Shall host a monthly student forum on critical issues including but not limited to design of the academic weekly schedule, academic due process, academic integrity, internship/externship/cooperative programming, grade inflation, and academic traditions.
- c. Shall provide a report of the student forum meeting each month in correspondence with the rest of the Student Government Association officers during a General Session meeting.
- d. Shall maintain the right to attend APC meetings once a month with the Vice President for Academic Affairs.
- e. Shall work in collaboration with the Union College Retention Committee.
- f. Shall keep updated and report upon all changes in academic policy.

**vi. Vice President for Public Relations**

- a. Shall be responsible for all publicity of the Student Government Association including but not limited to events, managing the My Union Student Government Association group page, social network accounts, posters, and electronic media.
- b. Shall collaborate with each Student Government Association officer in promoting and advertising for his or her individual offices.
- c. Shall collaborate at least twice a month with the director of college communications.
- d. Shall submit a list of all Student Government Association events and activities for the master calendar.
- e. Shall collaborate with all Student Government Association officers on all official Student Government Association statements, speeches, and Public Relations activities.
- f. Shall collaborate with the Dean of Student Development in promoting and conducting fair and proper elections for office.

- **Section 3. Officer Qualifications**

- i. The candidate must be a current full-time undergraduate student during the semester of candidacy and elected term of service.

- ii. The candidate is required to submit an application, resume, and an essay of not more than 250 words, describing that person’s interest, reasoning, and/or passion for running, and qualifications for that position.
  - iii. The candidate must have a cumulative GPA of 2.5 or higher at the time of the election and maintain this requirement throughout the elected term of service.
  - iv. Candidates seeking the offices of President, Executive Vice President for Student Development, and Vice President for Business Services, or Vice President for Public Relations a requirement of 64 completed coursework hours is imposed, by the close of the semester of the election. The remaining positions require 24 completed hours coursework, also by the close of the semester of the elections.
  - v. Candidates interested in the offices of President or Executive Vice President for Student Development is advised that they cannot hold offices of leadership in other campus clubs.
  - vi. Candidates interested in serving as the President of the Student Government Association must have served a previous tenure as a representative of or office directly relating to the Student Government Association.
  - vii. Candidates interested in serving as Vice President for Athletics must be a current member of an athletic team, manager of an athletic team, or athletic training major.
  - viii. Candidates interested in the office of Vice President for Business affairs must be a Business or Accounting major.
  - ix. Candidates interested in the office of Vice President for Athletics must be an athlete, athletic training major, or manager for a varsity sports team.
  - x. All candidates must be available to serve and attend regular Student Government Association meetings throughout the fall and spring semesters of the elected term of service, as well as summer orientation functions, fall welcome activities and regularly scheduled training and enrichment programs.
- **Section 4. Election of Officers**
    - i. The election of officers shall be completed by April 1 of each year.
    - ii. Each candidate’s application and other required documents necessary to run for office are posted a minimum of one week ahead of the election.
    - iii. The time and place of voting shall be publicized to the student body a minimum of one full week prior to the election.
    - iv. A simple majority in each race shall determine the winner.
    - v. On the day(s) of polling, candidates are not permitted to administrate the polls, and are not allowed to campaign inside the building of polling that day.
  - **Section 5. Removal of Officers**
    - i. In the case that a Vice President is found to be negligent in the completion of their duties, a process of impeaching that officer is herein established.
    - ii. The President shall inform the Dean of Student Development, as well as the corresponding elected official, providing each with a copy of an official report. In cases of presidential negligence, a Student Associate Trustee will draft the report.
    - iii. A vote of impeachment of a Vice President shall then be taken in a meeting of the Executive Committee, by a vote among the officers. A vote of absolute majority is required of the officers to remove the person.
    - iv. If the vote passes, establishment of voting procedure will take place to fill the vacancy for the duration of the remaining office days. The election of a replacement should take place within two weeks of an impeachment.
    - v. Provisional powers are given to the President of Student Government Association to appoint another officer to the position on a temporary basis, for the preservation of order.
    - vi. In the case of a President impeachment a petition with 50 signatures of current undergraduate students in good standing will warrant a vote of impeachment, a special election will be held, and a simple majority of voting students will be required to pass the vote of impeachment.

- vii. In the case of Presidential Impeachment any student in good standing can petition for the President’s removal to either the Student Government Association Vice President of Student Development, the college’s Vice President for Student Development, or the President of the College. Upon hearing the complaint, a simple majority of voting students is necessary to remove the Student Government Association President from office.
- viii. In the case that the President is impeached, the Executive Vice President for Student Development will assume the role of President. Establishment of voting procedure will take place to fill the vacancy for the duration of the remaining office days. The election of a replacement should take place within two weeks of an impeachment.
- ix. A general attendance requirement is imposed on all elected officers. The Student Government Association President shall oversee the attendance. In the case of unexcused absence from regularly scheduled Student Government Association functions, the officer will first receive a verbal warning, followed at the next instance with a written warning, followed at the next instance with a month’s stipend docked, and in the case of a fourth instance, the officer will be removed from office and barred for running for that position again all of which will be enforced by the Advisor and President.

**Article V: Advisor**

- **Section 1. Advisor**
  - i. The Union College Vice President for Student Development will be the advisor to the Union College Student Government Association.
- **Section 2. Advisor’s Duties**
  - i. The advisor shall work closely with the organization in coordinating activities to ensure that they are conducted in compliance with Union College policies.

**Article VI: Committees**

- **Section 1. Executive Committee**
  - i. Duties of Executive Committee are inclusive of the following, but not limited to those listed.
  - ii. The Executive Committee is responsible for providing the campus community with updated information regarding membership, contact numbers, meeting schedules, open positions, election information and other information that may be deemed important.
  - iii. Responsibilities may be redistributed in part to respond to changes that Student Government Association may face each year.
  - iv. All positions include ombudsman roles in campus life.
  - v. Each Executive Committee Member has the collegiate duty of keeping other members well informed on issues and projects they are involved with.
  - vi. If structure warrants consideration of an additional officer, the Executive Committee shall have the right to propose a process for appointing or electing such an officer to the executive committee. The proposal would pass with a majority vote of the Executive Committee and approval from the Vice President Student Development.
  - vii. The Executive Committee of the Student Government Association shall consist of the six elected officers and the two Student Associate Trustees. A financial stipend is provided to each of these positions, except the Student Associate Trustees, which is to be directly drawn from the Student Government Association budget. Stipends, as they are listed, reflect the amount for a year of service. A majority Executive Committee Vote and approval from the Vice President of Student Development can modify stipends.
    - a. President \$1,300
    - b. Executive Vice President for Student Development \$1,100
    - c. Vice President for Business Affairs \$1,000
    - d. Vice President for Academic Affairs \$1,000
    - e. Vice President for Athletics \$1,000
    - f. Vice President for Public Relations \$1,000

- **Section 2. Ad-hoc Committees**
  - i. The President or Vice Presidents of the Student Government Association and Student Associate Trustees reserve the right to create or remove any ad-hoc committee to assist in the successful creation and/or completion of any goals of the Student Government Association.

**Article VII: Student Associate Trustee**

- **Section 1. Student Trustee**
  - i. At minimum one member of the Student Government Association will be required to be a Student Associate Trustee of Union College.
  - ii. In the case that one Student Associate Trustee is not an officer of the Student Government Association they will be required to attend all Student Government Association meetings to remain better informed of the state of campus and the student body.
  - iii. The Student Associate Trustees answer directly to the President of Union College and the Board of Trustees.
  - iv. Shall be members of the Executive Committee of the Student Government Association.
- **Section 2. Student Development Committee**
  - i. It will also require here within that each officer of the Executive Committee of the Student Government Association will be required to attend the Union College Board of Trustees Student Development Committee meeting held during the fall and spring board sessions.

**Article VIII: Amendments**

- **Section 1. Policy and Procedure Amendments**
  - i. Any student or officer may draft and suggest an amendment be made to the constitution.
    - a. Following the presentation of a change a majority vote of the Executive Committee or a petition signed by 50 full time current undergraduate students and approval from the college’s Vice President for Student Development is required to gain further action.
    - b. If a majority is attained the amendment must be posted in a public area, placed on the general session meeting agenda, and available to any student wishing to review it for a period of two weeks.
    - c. At the end of the two-week period most of the students participating in a special vote rules in approving or denying the change.
- **Section 2. Revision and Ratification**
  - i. This constitution having been approved by the Student Government Association will take effect July 1, 2012.
  - ii. This current version of the constitution will remain valid through the 2014-2015 academic year, expiring June 30, 2015 during which it will be required that this document be revised for another three-year period.
    - a. Ratification of the revised constitution will be by a majority vote of the voting students in a special addition to the 2015-2016-officer election ballot.
    - b. Revisions are required to be publicly posted for a two-week period prior to the election in 2015.
  - iii. Any revision to correct grammar must be presented in a general session Student Government Association meeting for a period of two weeks.

**Article IX: Finance**

- **Section 1. Funding**
  - i. Funding for the Student Government Association is set forth in Article II, Section 3, sub-section I in the constitution.
- **Section 2. Fund Request**
  - i. The process for any active Union College Club or Organization, as defined in the Union College Club and Organization handbook, is set forth Article III, Section 2, subsection I.

- ii. Under no circumstances are Student Government Association funds to be given to an individual, however the officers of the Student Government Association may assist the individual in receiving monies from departmental budgets elsewhere on campus.
- **Section 3. Officer Stipends**
  - i. The stipend amounts for each office are detailed in Article VI, Section 1, and sub-section vii of this document.
- **Section 4. Budget**
  - i. The rough budget for the Student Government Association will be set forth for the validity of this document here within.
  - ii. The budgeted percentages detailed here reflect the monies the Student Government Association possesses after 50 percent of the Student Activities fee has been removed as well as the Executive Committee stipends, detailed in Article VI, Section 1, and sub- section vii.
    - a. 40 percent of the Student Government Associations semester budget will be set aside solely for the use of Clubs and Organizations. These uses include but are not limited to fund requests, new club or organization start-up money, and academic year startup money.
    - b. 10 percent of the Student Government Association semester budget will go towards community service. The distributions of these funds fall to the discretion of the Executive Committee but are to be used as donations or gifts in kind to charitable organizations or events.
    - c. 5 percent of the Student Government Association semester budget will go towards funding the Union College Spring Formal. This event is the closing event of the academic year for the student body, in appreciation to the student body and celebration for the completion of another academic year.
    - d. 30 percent of the Student Government Association semester budget will be set aside for Special projects. The use of this money also falls to the discretion of the Executive committee, the use of this money is intended for but not limited to; the furthering of improvements upon existing Student Government Association as well as creating new campus improvement projects sponsored by the Student Government Association.
    - e. 15 percent for a Student Government Association discretionary fund.
  - iii. The Student Government Association discretionary fund will be monies set aside for miscellaneous use during the semester. The use of this fund may include but is not limited to; hospitality items for Student Government Association meetings, promotional items provided by the Student Government Association, and any roll over money to assist in the following years Executive Committee funding a leadership retreat and beginning of the year activities.
  - iv. 1 percent of this discretionary fund will be available to each of the Executive Committee officers to use, pending majority committee approval, for any special projects or events they feel inclined to support through their elected office.
  - v. The public release of any dollar amount spent by the Student Government Association is left to a unanimous vote of the Student Government Association and approval of the Student Government Association advisor.
  - vi. Any change to this format must be voted to change by a two thirds vote of the Executive Committee, remains on the meeting agenda for two regularly scheduled meetings, and then voted to adopt by a majority of the Executive Committee and approved by the Student Government Association advisor.
- **Section 5. Transfer of Funds**
  - i. The transfer of funds from the Student Government Association must be approved by a majority vote of the Executive committee, followed by documentation signed by the Vice President for Business Affairs, President, and advisor for Student Government Association.

- ii. A Union College credit card will be kept in the Office for Student Development for the explicit use of the Student Government Association, following funding regulations set forth within this document.

**Article X: Clubs and Organizations**

- **Section 1. Policy and Procedure**
  - i. The Union College Club and Organization Handbook are the officially recognized policy and procedure manual recognized by the Student Government Association. Thus, it will remain as an extension of the policies and procedures set forth here within this document and will require the same expiration, revision, and amendment procedures as set forth for the Student Government Association constitution.
  - ii. Any Club or Organization wishing to operate in association with Union College will be required to follow the guidelines set forth by this governing body in the Union College Club and Organization Handbook.
- **Section 2. Funding**
  - i. Any Union College Club or Organization wishing to seek funding from the Student Government Association must be found to be operating under the policy and procedures set forth in the Union College Club and Organization Handbook garnering the status of active, as defined in the handbook.
  - ii. Failure to operate in this manner will result in the Student Government Association reserving the right to refuse funding to said club or organization.
  - iii. A representative from each active club must be present at one hundred percent of the Student Government Associations Clubs and Organizations meetings to be eligible to receive funding.
- **Section 3. Liaison**
  - i. As previously stated in Article IV, Section 2, sub-section ii, sub-section f, the Executive Vice President for Student Development shall serve as the enforcing body on the Executive Committee for regulation of all clubs and organizations as well as the liaison between those groups and the Student Government Association.



## Clubs and Organizations Handbook

### I. Clubs and Organization Guide

- a. Categories of Clubs and Organizations: Below is a system to help identify the purpose/goal of each club/organization.
  1. **Academic:** groups associated with a major or subject area; membership is by invitation only.
  2. **Activity:** variety of groups assembled to pursue an interest.
  3. **Admissions:** groups assembled for the purpose of assisting the Admissions department with recruiting and welcoming new students to Union College.
  4. **Curriculum:** groups associated with a specific department, major, or subject area, membership is open to all those interested.
  5. **Religious/Spiritual:** groups affiliate with a belief system or denomination.
  6. **Service/Social Action:** groups interested in providing service to the community at-large and bringing awareness to an issue and providing opportunities for social interaction based on similar interests.
  7. **Student Government Association:** governing council of the student body.
  8. **Student Media:** student-run, student-based, media with formats ranging from the newspaper, World Wide Web, television, radio, and yearbook.

### II. Privileges of Union College Clubs

- a. The club's name will be listed in Club/Organizations Resource Guide and on the official roster of registered clubs and organizations.
- b. The club may be assigned a club mailbox in the Student Leadership Office.
- c. The club may participate in the annual Club Fair.
- d. The club will be included in the organizations' sections of the yearbook.
- e. The club may reserve certain campus facilities.
- f. The club may use the College's name in the title of the organization.
- g. The club may use the College's name in the advertising of an event being sponsored by the club.
- h. The club may request funds from Student Government Association.
- i. The club may sponsor events for the entire campus and use the resources available.
- j. Active Clubs will have the ability to apply for funding from the Student Government Association during a window set forth at the beginning of each semester by the Student Government Association Officers.
- k. Active Clubs will have the ability to receive yearly start-up money from the Student Government Association.

### III. Privileges of Organizations

- a. The organization's name will be listed in Club/Organizations Resource Guide and on the official roster of registered clubs and organizations.
- b. The organization may be assigned a club mailbox in the Student Leadership Office.
- c. The organization may participate in the annual Club Fair.
- d. The organization will be included in the organizations' sections of the yearbook.
- e. The organization may reserve certain campus facilities.
- f. The organization may use the College's name in the title of the organization.
- g. The organization may use the College's name in the advertising of an event being sponsored by the organization.
- h. The organization may request funds from Student Government Association.
- i. The organization may sponsor events for the entire campus and use the resources available.

- j. Active organizations will have the ability to apply for funding from the Student Government Association during a window set forth at the beginning of each semester by the Student Government Association Officers.
- k. Active organizations will have the ability to receive startup money from the Student Government Association.

**IV. Responsibilities of Clubs and Organizations**

- a. Conduct all activities in compliance with college policies and procedures. Any policies applying to individuals also apply to recognized student clubs and organizations.
- b. Annually submit to the Student Government Association and Student Development Office a list of officers with their name and telephone number and an advisor by midterm of the fall semester as well as an updated roster of active members.
- c. Obtain approval from the appropriate agents (advisor and/or Coordinator of Student Activities) for all club-sponsored events.
- d. Clubs should submit for review annually any changes or amendments to the club’s constitution to the Student Government Association and Office of Student Development.
- e. Organizations should maintain and submit a copy of its national charter and constitution if part of a nationally recognized organization.
- f. Clubs and organizations will also be responsible for submitting a revised constitution to the Student Government Association and Office of Student Development yearly to maintain active status by midterm of the fall semester.
- g. Clubs and organizations will be required to have a representative present at The Student Government Association’s first meeting of the month which will be specifically set aside for the clubs and organizations on campus.
- h. Any organization seeking to establish a chapter of a nationally recognized organization at Union College must be approved by the national organization before seeking approval from The Student Government Association to operate on campus.
- i. Information deemed necessary in this document by the Student Government Association should be submitted by the President of the club or organization rather than the advisor.
- j. All student clubs and organizations must have an advisor who is a full time or adjunct faculty or staff member at Union College. Clubs and organizations are responsible for the recruitment and selection of their advisor. The advisor’s name, campus address and phone number must be listed with the Coordinator of Student Activities and Student Government Association Executive Vice President for Student Development. If a change in advisor occurs during the year, the organization must revise the Club registration form that is on file.
  - 1. Club advisors are encouraged to attend club meetings and club-sponsored events, provide training for officers and help ensure a smooth transition when new officers
  - 2. The advisors are encouraged to maintain a file of financial reports, minutes, club constitution and other official matters to ensure that this information will be available to new officers from year to year. If a new advisor is appointed, this file should be given to the new advisor.
  - 3. The advisor’s signature should be included along with that of one or more officers of the club for all accounts established by the organization.
  - 4. Advisors are expected to work closely with their club or organization in coordinating club activities to enhance the quality of the program and the leadership and membership skills of the club participants.

**V. Regulation:**

- a. Failure of any Union College club to follow the guidelines set forth in the entirety of this document will be disbanded by the Student Government Association and prevent from operating on or associated with Union College.
  - 1. In this instance it is the right of the Student Government Association Executive Vice President for Student Development to call for a hearing of the club.

- Both the President and Advisor to the club will be required to attend the meeting. The Student Government Association Advisor will be present as well.
  - Action taken from this hearing will be resolved by the Student Government Association and include but are not limited to the suspension of a club for a given time frame, removal of leadership of a club, or recommendation for the case to be passed on to the Student Disciplinary Board. These actions will be validated by a majority vote of the Executive Committee of the Student Government Association, which will rule in this hearing and for the purpose of the hearing be chaired by the Executive Vice President for Student Development.
- b. Failure of any organization to follow the guidelines set forth in the entirety of this document will result in the action of the Student Government using its right to withhold funding or formal recognition of any such organization until it returns into compliance with the policy and procedure of this handbook.
- c. Failure of any club or organization to maintain an active membership of at least 80 percent students will fail to meet active status qualification.
- d. Clubs or organizations that do not submit a list of officers and advisor name by the deadline will be issued a notice of impending removal of active status. This notice will be sent to the last listed officer and advisor. Two weeks from the date the notice is mailed will be allowed for a response before the organization becomes inactive.
  - 1. Inactive status is defined as a club or organization, which has failed to meet its obligations, set forth in this document, or which has not maintained regular activities during any given year. This status also warrants the right of the Student Government Association to withhold any funding from the club or organization.
  - 2. Active status is defined as any club or organization, which is operating in full compliance with this document in its entirety and is eligible to receive funding from the Student Government Association.

**VI. Operations**

- a. First Month of the Semester “To Do” List for Clubs and Organizations:
  - 1. Complete and submit a Club and Organization Registration form. (Schedule elections if necessary)
  - 2. Contact the Student Government Association Executive Vice President for Student Development.
  - 3. Register for Club Fair.
  - 4. Make a contact with Faculty/Staff advisor.
  - 5. Establish time and reserve space for meetings on campus.
  - 6. Advertise meeting time and place during Club Fair.
  - 7. Check the club mailbox in the Student Leader Office, located downstairs in the Patridge Campus Center.
  - 8. Make a contact with the membership.
  - 9. Review the organization’s constitution.
  - 10. Advertise meeting time and place during Club Fair.

**VII. Club Fair**

- a. All clubs and organizations are required to participate in the annual Club Fair that is held at the beginning of each semester. The Fair is designed to give Union College clubs and organizations an opportunity to present displays and information to students concerning club activities and to recruit new members. Only Union College recognized organizations that are registered with the Student Government Association and the Student Development Office can participate.
- b. How to Register? An e-mail requesting a table at the Club Fair must be sent to both the Student Government Association Executive Vice President for Student Development and the Office of the Coordinator of Student Life. To register for Club Fair, the club/organization must first submit a Club

Fair registration form. The form asks for the following information: President’s name, E-mail, mailing addresses, phone number, and advisor contact information.

- c. Once a registration form is completed, the student organization is assigned a table in the Patridge Campus Center for the day of Club Fair. Student organizations may request certain accommodations (i.e. electricity, specific location); however, requests are not guaranteed. Tables for the Club Fair are assigned by the Coordinator for Student Life.

**VIII. How to Begin A New Student Organization**

- a. **Step #1** – Contact the Student Government Association Executive Vice President for Student Development
  - 1. Make an appointment with the Student Government Association Executive Vice President for Student Development. Through consultation, you will be provided appropriate information regarding your group. You will receive a “How to Kit” that walks you through the beginning stages. The Student Government Association and the Faculty must approve all new clubs/organizations before they become an official club/organization. This process could take up to a semester.
  - 2. In order to be first approved by Student Government Association, student organizations must have at least five full time undergraduate student members, officers such as president, vice president, secretary, and treasurer (or a similar leadership structure), and have an advisor who is a current fulltime or adjunct faculty/staff member at Union College.
- b. **Step #2** – Constitution
  - 1. All clubs and organizations must maintain on file in the Coordinator of Student Activities office and with the Student Government Association Executive Vice President for Student Development a current an accurate copy of their constitution. Constitutions must be reviewed and updated at least every year.
- c. **Step #3** – Student Government Association
  - 1. All potential clubs and organizations will then be required to present their constitution, membership, officer, and advisor list to the Student Government Association in order receive probationary standing.
- d. **Step #4** – Probationary Standing
  - 1. If approved by the Student Government Association, the club or organization will be granted a 30-day period in which the club will be required to hold 3 general interest meetings at the end of which the President of the club will be required to present minutes from these meetings before the Student Government Association in order to gain final approval to go before the faculty.
  - 2. Clubs seeking to return to active status whether off probation or coming out of a period of disinterest or inactivity will regain active status at this point, only new clubs will need to be presented before the faculty.
- e. **Step #5**- Submit for approval through Faculty
  - 1. Once a constitution has been written, supportive student members have conducted at least three general interest meetings, and final approval has been granted from the Student Government Association your organization will begin the formal process of being voted upon by the Faculty.

**IX. Club/Organization Constitutional Guidelines**

- a. All constitutions (or by-laws) must address specific topics. While they do not have a to follow this outline exactly, the following is a format that can and should be used. The following statements under each section must be included:
- b. **Article I: Name of Organization**
  - 1. Name of Organization and National Affiliate (if applicable): If the organization has a National affiliate, copies of their by-laws and constitution must be presented for review and to be added to your group’s folder.

- c. **Article II: Purpose**
  - 1. The purpose should state why the organizations exists and specifically state the objectives (without listing specific activities) of the organization. The activities of the organization must relate to the purpose.
- d. **Article III: Membership**
  - 1. **Section 1. General Requirements**
    - A statement defining who is eligible for membership must be included. Membership can be open to all UC students, faculty, and staff; however, the organization is free to decide, what they believe and who may be part of their organization.
  - 2. **Section 2. Categories of Membership**
    - The types of membership (active, inactive, Alumni, honorary, etc.) in use must be listed. Voting membership of recognized campus shall consist only of matriculated students, faculty and staff of this institution. Most of the voting members must be students.
    - Nonvoting membership, if any, must be comprised of the following categories:
      - a. Inactive members – persons who have been but no longer are, voting members of the organization, for reason as defined by the organization’s constitution and/or by- laws.
      - b. Alumni of the organization who are no longer enrolled at Union College.
      - c. Special members – a limited number of persons who qualify for membership according to specifically stated criteria established for special membership. Criteria for special membership must be sufficiently specific and appropriate to meet with the approval of Student Government Association.
  - 3. **Section 3. Qualification and Privileges**
    - The qualifications and privileges (e.g., voting and non-voting) of each membership category must be included. Statement must be made that most voting members must be students.
  - 4. **Section 4. Selection Process**
    - The selection process must be listed for each type of membership.
  - 5. **Section 5. Removal Procedures**
    - The reasons for removal and process must be listed for the membership.
- e. **Article IV: Meetings**
  - 1. **Section 1.** The number of meetings (e.g., per month/semester/year) should be listed.
  - 2. **Section 2.** Quorum defined – A quorum is the minimum number of members who must be at a meeting for the group’s business to be legally conducted. A quorum is generally either the average attendance at the meetings or the largest number of members who can be depended on to attend regular meetings.
  - 3. **Section 3.** Majority defined – For most organizations, decisions are brought to the membership for a vote. Before a vote can be taken, a quorum must be met. Once the quorum is met, most groups use a simple majority (50% + 1) to declare a decision valid.
- f. **Article V: Dues (Optional)**
  - 1. **Section 1.** How dues will be decided and who will be involved in the decision. It is best not to specify the exact amount of dues, but rather explain how the dues will be calculated.
  - 2. **Section 2.** When dues will be collected, who will collect the dues, and the checks and balances system.
- g. **Article VI: Officers**
  - 1. **Section 1.** List of the officers (President, Vice-President, Secretary, Treasurer, etc.) must be listed and their specific duties and responsibilities must be stated.

2. **Section 2.** All qualifications for holding an office must be stated, including the statement “Only full-time students (12 semester hours) may serve as officers.”
  3. **Section 3.** Duties of each officer explained.
  4. **Section 4.** A specific method of election must be explained. Include the term/year of election, length of service, and month of officer transition. Transition is recommended for mid-semester which allows the new and old officers an opportunity to work together for a brief period.
  5. **Section 5.** A statement explaining the reasons for removal of an officer and the specific procedure must be included.
- h. **Article VII: Advisor**
1. **Section 1.** A statement requiring the designation of a faculty or staff advisor(s) from Union College must be included. The advisor must be a current fulltime or adjunct faculty or staff member at Union College.
  2. **Section 2.** The advisor’s duties must be stated. The following statement must be included: “The advisor shall work closely with the organizations in coordinating activities to ensure that they are conducted in compliance with Union College policies.”
  3. **Section 3.** A specific method of election must be explained.
  4. **Section 4.** A statement explaining the reasons for removal of an advisor and the specific procedure must be explained.
- i. **Article VIII: Committees (optional)**
1. **Section 1.** Executive Committee
    - Some organizations require meetings of officers, and advisor(s), and certain representatives for executive sessions. If this is applicable, the membership, a quorum, and specific responsibilities must be listed.
  2. **Section 2.** Standing Committees
    - Many organizations establish regular standing committees to handle needs such as membership, publicity and social events. These committees are led by one Executive Board member and consist of active members.
  3. **Section 3.** Special Events Committees
    - These committees are formed and dissolved as a specific need is addressed. Once the project is complete the Special Events Committee is dissolved.
- j. **Article IX: Responsibilities**
1. The following statement must be included: “The organization will adhere to the College policies.”
- k. **Article X: Amendments**
1. **Section 1.** A statement listing the specified proposal requirements for amendments must be listed. Be sure to list the exact steps for amendment presentation and the number of votes needed for a proposal to be considered.
  2. **Section 2.** The statement must be included that, “Any revisions to the constitution and/or by-laws must be approved by the Student Government Association.”

**X. Conduct Procedures**

- a. If an organization is alleged to have violated the Standards of Student Conduct, they will be referred to the Coordinator of Student Conduct, following an investigation and hearing by the Student Government Association. The Coordinator of Student Conduct will generally follow the procedures listed below; however, the procedures can be amended if it is deemed appropriate. All findings and sanctions made by Coordinator of Student Conduct and/or the Student Conduct Boards are recommendations to the Dean for Students who has final approval of all decisions made in the organizational conduct process. The Dean for Students may take administrative action and bypass the listed procedures if necessary, to take necessary and appropriate action to protect the safety and the well-being of the campus community and its members.
- b. **Procedures for Handling Conduct Charges for Violations of the Standards of Student Conduct.**

3. Any individual may refer an organization to the Office of the Dean for Students for Conduct charges. Conduct referrals generally will be delivered to the appropriate office within 10 College business days after identification.
  4. Upon the receipt of a Conduct Referral, the Coordinator for Student Conduct will determine if sufficient evidence is present for charges to be filed against the alleged organization. If charges are filed, then the alleged organization's president, faculty advisor, and/or chapter advisor will typically be delivered the charges within 15 College class days of the alleged organization being identified, or completion of the investigation.
- c. **Procedures for Resolving Conduct Charges for Violations of the Standards of Student Conduct.**
5. **Case Resolution:** The Coordinator of Student Conduct may offer an alleged organization a case resolution. The Coordinator of Student Conduct will assign the sanction(s). If the alleged organization does not agree with the sanction(s) they may request that the Dean for Students, review the sanction(s) to determine appropriateness. Requests for review of sanction(s) must be delivered in writing to the Dean for Students Office with 48 hours of being assigned the sanction(s) or by 9:00 am on the next College business day if the deadline falls on a weekend.
    - If an alleged organization accepts responsibility for the alleged offense, then the Coordinator of Student Conduct will assign the sanction(s). If the alleged organization does not agree with the sanction(s) they may request that the Dean for Students, review the sanction(s) to determine appropriateness. Request for review of sanction(s) must be delivered in writing to the Dean for Students office with 48 hours of being assigned the sanction(s) or by 9:00 am on the next College business day if the deadline falls on a weekend.
    - If the alleged organization does not accept responsibility for the alleged offense a Conduct Hearing will then be conducted to determine if the alleged organization is in violation and if so to determine the sanction(s).
  6. **Conduct Hearing:** If an alleged organization rejects or does not attend the Case Resolution or if the Coordinator of Student Conduct does not feel that a Case Resolution is appropriate then a Conduct Hearing will be convened. The Coordinator of Student Conduct will determine if the Conduct Hearing is dealt with as an administrative hearing or a conduct hearing. The same procedure will be followed for a club as for a student.
  7. **Sanctions:** All sanctions are recommendations to the Dean for Students. If found responsible, the following sanctions may be instituted:
    - Censure or Warning
    - An educational or service task
    - Restitution
    - Removal of privileges of facility usage
    - Conduct probations. Conduct probation indicates that further violations of college regulations may result in more serious actions. Conduct probation cannot exceed a period of 32 weeks.
    - Prohibit or place restrictions on activities.
    - Removal of individual membership in the organization.
    - Suspension of organizational status for a specific period.
    - Revocation of organizational status.
    - Social Suspension. Social suspension indicates that a student cannot participate in co-curricular activities. This includes athletic events.
  8. **Appeals:**
    - An organization found responsible for a violation of college policy during a Conduct Hearing may request an appeal for one of the following reasons:
      - a. Insufficient evidence that a policy was violated.
      - b. A procedural error in resolving the case.
      - c. Sanction inappropriate for the circumstances of the violation.

- An appeal to the Dean for Students must be made in writing within 72 hours, of receipt of the original written decision, or by 9:00 am on the next College business day if the deadline falls on a weekend. Typically, a decision will be rendered within five to ten College Business days, unless the sanction includes suspension, removal of members or revocation of status. After review, the Dean for Students may:
    - a. Affirm the finding(s) of the original hearing authority;
    - b. Reverse finding(s) of the original hearing authority;
    - c. Alter the sanctions(s) of the original hearing authority;
    - d. Refer the case to an appeal hearing.
- 9. The Office of the Dean for Students is the final authority in defining and interpreting the Standards of Student Conduct and conduct procedures for both organizations and individuals. The decision of the Dean for Students or designee in all organizational conduct matters is the final decision for the College.
- 10. **Advisor’s Role in the Hearing Process**
  - Attend the Initial Meeting and or Notification of the Charges meeting with the Organization’s president and the Coordinator of Student Conduct.
  - Observe or advise the Organization’s president in the Hearing.
  - Assist and Support the Organization throughout the Conduct Process.
  - Ask questions of all involved to make sure that the Organization understands the process, the charges, and the ramifications of sanctions.

**XI. Statement on Hazing**

- a. Hazing or allowing hazing, by any organization or by any individual on behalf of an organization or group of an individual, organization or visitor within the Union College Community, is a violation of the Student Conduct Code.
- b. Hazing, encouraging, facilitation or allowing hazing, by any organization or by any individual on behalf of an organization or group (recognized or not recognized by the college), of an individual, organization, or visitor within the Union College community is prohibited. Hazing is any action or dangerous, demeaning, humiliating, ridiculing, or degrading activities, regardless of intent or consent of the participant(s), by a group(s) or a member of a group(s) on an individual as part of membership or as part of initiation is a violation of the Student Conduct Code.
- c. Any individual or organization found responsible for a hazing violation is subject to sanctioning as stated in the Student Conduct Code. This includes but is not limited to suspension of an individual or organization, removal of specific members of the organization and/or revocation of organizational status.

**XII. Statement on Discrimination**

- a. The Union College Student Government Association does not discriminate against any person on the basis of race, religion, color, gender, sexual orientation, age, national origin, disability, veteran status, or any other status or condition protected by law, nor does it tolerate such discrimination against any member of the student body by any persons, clubs, or organizations on campus.

**XIII. Campus Communications**

- a. **Campus Mail**
  - 1. The College post office provides a box for the deposit of unstamped mail that is to be delivered to college faculty, staff or students who live in the residence halls.
  - 2. Registered clubs and organizations may use the campus mail service for the delivery of official club correspondence to the following:
    - Club members who live or work on campus
    - Club advisor or prospective members who have asked to be contacted by the club.

- b. **Mass Mailing On-Campus**
  - 1. Clubs and organizations are not eligible to use the campus mail services to send mass mailings to residence hall students and/or college faculty and staff unless a special exception is granted by Coordinator of Student Life or the Dean for Students (in the case of Student Government Association). Such requests are rarely approved due to the burden that the distribution of mass mailings places on the post office staff.
- c. **E-Mail and Web Pages For Student Organizations**
  - 1. UC's student organizations are provided with a campus E-mail address and services free of charge. Organizations can apply for an account through the Student Government Association.
- d. **Guidelines For E-Mail**
  - 1. The student organization maintaining an E-mail account are required to check mail at least once a week and to respond to mail in a prompt and professional manner.
  - 2. The Student Government Association and Office of Student Development will use electronic communication to keep all student organizations informed of upcoming events and supportive information.
- e. **Guidelines for Web Pages**
  - 1. The Student Government Association encourages all student organizations to create and maintain web sites. All Web sites must be approved by the Technology staff.

**XIV. Reserving College Facilities and Scheduling Activities on Campus**

- a. Campus organizations that wish to reserve a campus facility or sponsor fundraising or extra-curricular activities on campus must first contact the Campus Activities Board. Scheduling is done on a first-come, first-serve basis. Once you have received approval from the Campus Activities Board, the next step is to contact the Events Coordinator (ext. 1231), to finalize the reservations for facilities.
- b. The following information is necessary to schedule an activity:
  - 1. Specific date, starting and ending times
  - 2. Type of activity
  - 3. Expected attendance
  - 4. Room set-up (row, lecture style, etc.)
  - 5. Equipment (multimedia, podium, sound system, chairs, tables, etc.)
- c. **Cancellation/Changes**
  - 1. Please notify the Campus Activities Board and the Events Coordinator of any cancellations as soon as possible. A minimum of 48 hours is required for cancellation notices.
- d. **Inclement Weather Cancellation Policy**
  - 1. The Campus Activities Board will consider all reservations cancelled when the college is closed due to inclement weather unless notified. Call ext. 1232
- e. **Social Functions**
  - 1. Organizations planning to sponsor a social event on campus should contact the Campus Activities Board.
- f. **Advisors**
  - 1. The advisor of a student organization hosting any fundraising or extra-curricular events should be aware of and approve the event. Also, the advisor or another fulltime or adjunct faculty/staff member at Union College must be present at any major event sponsored by the organization.

## Request for Approval of Clubs and Organizations

This form is to be used for approval of a new club or organization. Student clubs and organizations wishing for approval are expected to complete this form. All requests must be submitted to faculty for approval in advance of establishing the club/organization.

<b>Club or Organization Name:</b>	
<b>Expected Time Club/ Organization will meet on regular basis:</b>	
<b>Faculty or staff member to serve as Advisor for this club/organization:</b>	

The following signatures indicate that the President of this club/organization and the Advisor of club/organization advisor have agreement in forming this club/organization and understand the terms of the Clubs and Organizations Handbook.

<b>Name of President of Club/Organization (PRINT)</b>			
<b>Signature of President of Club/Organization</b>		<b>Date:</b>	
<b>Name of Club Advisor (PRINT)</b>			
<b>Signature of Club/Organization Advisor (Signing indicates approval)</b>		<b>Date:</b>	

The following indicates the action taken by the Student Government Association:

<b>Please indicate approval or denial of this Club/Organization.</b>		<b>Date:</b>	
<b>Signature of Student Government Executive Vice President for Student Development</b>		<b>Date:</b>	
<b>Signature of College Vice President for Student Development</b>		<b>Date:</b>	
<b>Date Club/Organization will become active:</b>			

**Form Last Revised:** November 7, 2018