



Student Organization Handbook

Compiled by the
Western Dakota Tech
Student Government Association
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SGA is your resource for questions, support, and assistance throughout all club processes.

Introduction

Western Dakota Tech believes that student organizations are a vital part of the campus community. They play a major role in creating a positive social, cultural, and academic environment at the school. Participation in student organizations enhances personal development and growth and can serve as an important source of personal and professional support.

This handbook is designed to assist you in understanding the policies and procedures that will enable your group to function effectively as a student organization. We hope it will also provide you with practical information to assist your organization with event planning and publicity. In addition, there is information on the various offices on campus that can assist you in your endeavors.

Utilizing this information will make your job easier and help ensure that your events run smoothly. If you have any questions concerning these materials, or need assistance planning an event, please stop by the Student Government Association Office, located in the Mickelson Building Common Area. Office hours will be posted.

Sincerely,

Western Dakota Tech Student Government Association

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Elements of Successful Student Organizations

- Mission Statement
 - Should be developed by the group's members
 - Describes the fundamental reasons for the group's existence and establishes the scope of the group's responsibilities including to the individual members, the institution, and the community
- Goals
 - Short and long Term
 - Should be assessed regularly to determine progress
 - Must be recognized when accomplished
 - A written plan of attack on how to accomplish the goals should be utilized
 - Identify who is responsible for each step and establish deadlines for completion
- Member Expectations
 - Should be clearly defined--members need to know what is expected of them
 - Officer duties/responsibilities should be included in constitution or bylaws to provide the foundation for performance
- Internal Communications
 - Members should be kept informed about progress on goals, meetings, opportunities, responsibilities, deadlines, actions, and information
 - Official modes of communication should be established (ie: via email, posting minutes on WDT website, text messaging, Twitter, FaceBook, etc.)
- External Communications
 - Should include information on progress, recruitment, public relations, special events, and recognition
 - Identify who your external markets are (ie: all WDT students, administration, community, alumni, industry)
 - Modes of communication should be identified (ie: flyers, all-campus email, WDT newsletter, What's Happening table toppers, WDT Calendar of Events, FaceBook, Twitter, text messaging, etc.)
- Recognition System
 - To motivate and give credit to members who do the work
 - Serves as incentive for new members
 - Helps with membership retention
- Organization Assessment
 - Evaluate the organization using SWOT (strengths, weaknesses, opportunities and threats). What are the strengths of the group? What weaknesses do you need to overcome? What opportunities do you have to grow and enhance the group? Are there any threats to your organization?
 - Celebrate the successes and come up with a plan to improve the weaknesses
 - What is the reputation of the group? Are group members okay with this or do you need to work on it? How well known is the group? Are you adequately publicizing your successes?

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Student Organization Procedures

Registering Your Student Organization

All active student organizations are required to complete a current semester Club Activity Statement each Fall and Spring and register in the Administration Office with the Accounting Manager at the beginning of each school year, or anytime there is a change of advisor or student organization officer with signing authority on the group's account. By registering your student organization, you are notifying the institution of your club's existence. The Advisor and the officer(s) who has been given authority to authorize charges to the club's account must sign the paperwork.

Rights and Responsibilities of Recognized Student Organizations

Each fall, student organizations renew their recognition with the institution and the School Board. Recognized student organizations have the following rights:

- Recruit members from the student body
- Hold meetings
- Establish dues and conduct fundraisers for purposes beneficial to the organization and its members
- Sponsor events, activities, and speakers following the institution guidelines
- Participate as a group in institution events
- Use the Western Dakota Tech name and logo, properly and appropriately, as approved by the institution through the Director of Marketing
- Use available institution facilities, equipment, and services for purposes related to organizational goals, with approval
- Utilize the expertise and assistance of the Student Government Association
- Apply for financial assistance through the Student Government Association's bi-yearly budget allocation process
- Establish, through the Administration office, a business account for use in organizational financial transactions and purchases

Starting a New Student Organization

Any student at Western Dakota Tech may start a student organization. To do so, follow these steps:

1. Recruit other students as members
2. Contact an interested faculty or staff member to serve as the organization advisor
3. Hold a meeting to decide on a name for the student organization, to clarify the purpose and mission of the organization, and to elect officers
4. Contact the Student Government Advisor or President to present your club for recognition and SGA support
5. Complete paperwork in the Administration office to register your student organization
6. Complete the Club Activity Statement prior to requesting funds through the Budget Allocation Process

SGA is your resource for questions, support, and assistance throughout the processes.

Role and Responsibilities of Student Organization Advisors

All student organizations are required to have an active advisor. The developmental value of student organizations rests in the ability of students to run organizations themselves. To foster that learning, advisors are critical in encouraging self-directed activities, giving students maximum opportunity for realization and growth. Advisors do not set group policies, but rather take an active part in their

formulation through interaction with group members and officers. Advisors also help develop the leadership potential within the group. Finally, since members are usually active only for the time they are students, advisors are key in providing continuity to groups and assuring their longevity. An effective organizational advisor is integral to the group's success. In return, the experience offers faculty and staff an exceptional opportunity to interface with students in a non-classroom environment.

The Advisor serves a variety of functions. Your relationship with your advisor will evolve throughout the year, and you will benefit from your Advisor's guidance and support. Communicating openly with your advisor will enable him/her to help you reach your organizational goals.

Advisor's Role:

- Advise group regarding financial and technical matters
- Listen to and provide input on ideas
- Provide a historical perspective
- Support
- Challenge
- Mentor
- Guide
- Mediate

What WDT Expects From Advisors:

- To accept a voluntary role as a student organization advisor or continue to voluntarily serve as an advisor only if he/she is prepared to fulfill the expectations of such
- To be familiar with and abide by all WDT and RCAS policies and procedures
- To respect the character of Western Dakota Tech and its mission
- To maintain professional behavior
- To serve as a liaison between the student organization and Western Dakota Tech
- To uphold the best interests of the institution and the organization
- To do all that is possible to assure that the organization is taking reasonable precautions in its activities to ensure that the welfare of individuals are not endangered and that policies and laws have not been violated
- To participate in the organization to the fullest extent, without actually making decisions or setting policies for the organization

What An Organization May Expect From Their Advisor:

- To believe in the organization and exhibit the enthusiasm necessary to help the organization reach its potential
- To understand the organization's constitution, purpose, objectives, and mission, and to assist in formulating goals
- To assist in the development of procedures and methods for maintaining an effective organization
- To serve as a liaison between the organization and Western Dakota Tech when necessary
- To assist in matters of campus procedure and policy

- To assist membership in developing and improving leadership skills
 - To guide the organization in planning and implementing events and activities
 - To appropriately challenge members to think critically regarding organizational activities, decisions, events, and programs
 - To expect the membership to assume responsibility for the organization and the effectiveness of programs
-
- To encourage and support membership during difficult situations
 - To serve, as needed, as a consultant or mediator regarding group processes and working relationships between group members
 - To participate in the meetings and events of the organization to the greatest extent possible
 - To provide continuity for the organization from year to year

What An Advisor May Expect From Officers:

- To keep the advisor informed as to all organizational activities, meeting times, locations, and agendas
- To meet regularly with the advisor and discuss all plans and problems
- To develop and use sound record-keeping practices and financial procedures
- To provide the minutes of meetings, as well as any other materials that are sent to members
- To obtain the Advisor's consent prior to making commitments

Legal Issues for Student Organizations

According to the WDT Handbook, no student organization may sponsor a student activity at which alcoholic beverages are to be consumed.

All student organizations must accept responsibility for knowing and adherence of WDT Notice of Non-Discrimination. **Notice of Non-Discrimination:** Western Dakota Technical Institute does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Disability Coordinator.

Organizations must follow campus rules and not disrupt the educational process.

Additional laws must be followed regarding student organizations sponsoring bingo games or lotteries. See Event Planning section for more information.

How to Write and Maintain a Constitution & Bylaws

A constitution is the governing document of your student organization. A well-written constitution will clarify the primary purpose and function of the student organization, while ensuring longevity and sound organizational transactions. It outlines the purpose, leadership, and method of conducting business for the organization. It is intended to provide a system to ensure fairness to all members of the organization. When developing your organization's constitution, it is important to be clear and concise, developing a framework for the organization's success. More detailed instructions should be included in the organization's bylaws. Every member of the organization should have a copy of the constitution and bylaws.

Tips on Writing A Constitution:

- Write in a broad manner, not limiting future leaders to specific rules.
Poor: The Student Government Association will meet every Tuesday at 12:00 pm.

Good: The Student Government Association will meet once a week throughout the semester.

- Write your constitution with the future in mind. Do not use individual's names or exact dates in defining leadership positions, locations, meeting times, etc.

Poor: The president of the ABC Club will be John Doe.

Good: The president of the ABC Club will be elected by majority vote of group members.

What To Include In A Constitution:

- Organization's Official Name
The organization shall be known as _____.
- Objective or Mission of Organization
The purpose of this organization shall be to promote _____.
- Membership/Dues Information: who is eligible for membership; how dues will be set and collected
Membership in the organization will consist of _____.
Any WDT student can become a member of the organization.
Membership fees are _____.
- Officer Information: Election process, officer duties, term lengths
The officers of the organization shall consist of a President, Vice President, Secretary, and Treasurer. The duties of the officers shall be _____. The officers shall be elected at _____ by majority vote.

Bylaws:

Bylaws are secondary principles that govern the internal affairs of an organization. Bylaws are essentially an expansion of the articles or sections in the constitution. They describe in detail the procedures and steps the organization must follow in order to conduct business effectively and efficiently. Information that should be included in bylaws are:

- Details regarding the membership selection process, types of membership, and procedures for disciplining and/or removing members.
- Processes regarding selection, duties, powers, and responsibilities for each officer and procedures for removal from office and filling vacant officer positions.
- Information about any standing and special committees (formation, selection, powers, and duties), along with the roles and responsibilities of committee chairs.
- Meeting information, such as how often the group will meet, how members will be notified about meetings, attendance and quorum requirements, meeting format, and parliamentary rules of order (usually Robert's Rules of Order).
- Detailed financial procedures, dues, initiation fees, fines, collection procedures, and information regarding budget and expenses.
- Amendment procedures. While constitutions generally require a 2/3 vote for adoption, bylaws can usually be accepted or changed with a majority vote.

A sample constitution and bylaws are included in Appendix A.

Ingredients of a Successful Meeting

It takes a team of people who actively exchange ideas to accomplish goals. In order to have a successful meeting, each group member should understand the meeting's purpose, bring together and discuss their ideas and knowledge, and support the group's efforts. Practicing good meeting manners will help the meeting to run more efficiently. All members should try to arrive on time to the meeting, if at all possible. Unnecessary interruptions and distractions should be avoided. Specific time limits should be observed, to ensure that all items on the agenda are discussed in the meeting's time. It is the job of the President to ensure that members stay on the topic being discussed, that one or two members are not dominating the meeting, that each member is able to give their opinion, and that the group

progresses through the agenda in a timely manner. At times, it may be impossible to cover all items on the agenda. In order to avoid making hasty decisions, any member can make a motion to table an item until the next meeting.

Good communication skills are also essential to successful meetings. Each group member should listen carefully when others are speaking, be courteous (don't interrupt or make inappropriate remarks or actions), respect the opinions of others, and consider all suggestions. Members should also make an effort to express themselves clearly when speaking, while being concise.

Leadership and Ethics

Leadership within the organization is the most important aspect of a successful assembly. All members of the club are leaders.

A leader:

1. Sets a good example for others to follow, in all they say and do;
2. Helps to settle differences and disagreements by encouraging a spirit of cooperation;
3. Introduces new ideas that help solve problems;
4. Contributes to the achievement of group goals, by helping focus everyone's energy on the task at hand;
5. Grows professionally, since leadership skills can be applied in any line of work;
6. Enjoys personal growth and satisfaction;
7. Exercises excellent written and oral communication skills;
8. Keeps a positive attitude;
9. Encourages team work, friendliness, fairness, harmonizing differences, involving everyone and reminding members of meetings and events;
10. Interacting with group members as often as possible and becoming familiar with every member;
11. Taking the initiative and making things happen.

In addition, all members of the student organization are expected to act in an ethical manner. Being a member of a WDT student organization is a privilege, and members must remember that they represent the school and the student body in their organizational actions. In daily practice, members should be respectful to all members of the WDT student body, remain professional in and out of school, and will be held accountable to SGA officers, and the WDT administration, if they are not.

The Executive Team (Student Organization Officers)

The officers elected for a student organization play a very important role. They not only serve as figure-heads of the organization, they also must set an example to all members regarding appropriate behavior. Officers should be effective communicators, and should help to develop a team spirit among the membership. Officers should provide encouragement, work to resolve differences, stress cooperation and compromise, and strive to involve all members. The officers should also be able to take initiative and make things happen, as well as be able to delegate responsibilities when necessary.

Presiding Over Meetings

The President of the organization should prepare an agenda and preside over meetings. A sample agenda is included in Appendix B. At the beginning of the meeting, the President will call the meeting to order. The secretary, or other designee, should take minutes throughout the meeting, being careful to record any motions voted on, whether the motions passed or failed, and actions taken by the members. (See Taking Minutes). Officers/Committee Chairs should be asked to give a report on their

activities. Both “Old Business” (items discussed at previous meetings) and “New Business” (new items, information, and ideas to be brought up at meeting) should be discussed. During the meeting, members may make motions to take action on financial or other matters. A motion is a proposal for the organization to take a stand or action on some issue. Time should also be left for any member to make announcements at the end of the meeting. The President will then adjourn the meeting.

Parliamentary Procedure

Parliamentary Procedure is a set of rules for conducting business at meetings. It allows everyone to be heard and make decisions without confusion, and can be adapted to fit the needs of any organization. A fixed agenda, or order of business, is generally followed. Members get their say by making motions. Any member of the organization has the right to make a motion, second a motion, debate a motion, and vote on motions.

Steps in Making A Motion:

- Present Motion: One individual presents the motion
“I move that...”
- Second Motion: Another member expresses support for discussion of the motion.
“I second the motion.”
- Debate Motion: Any member can voice opinions about the motion that was made
“I think...”
- Vote on Motion
The President says: “All those in favor, say aye” All members in favor of the motion will raise their hands or respond “Aye.” The President then says: “All opposed, say No” and all members opposed to the motion will say “No.” If a majority of the membership at the meeting is in favor of the motion, then the motion passes.

The President is in charge of ensuring that discussion of motions stays on the topic, and that all motions are appropriately seconded, debated, and voted on. If a motion is not seconded, the motion will not be considered or debated.

When voting on a motion, if the President chooses, he/she can do a Roll Call Vote (have each member state “yes” or “no” after their name is called), do a vote by show of hands, or do a secret ballot vote.

Taking Meeting Minutes

Generally, the secretary of the student organization will be responsible for recording minutes at all organization meetings. It is up to the secretary to take efficient notes and get them to members in a reasonable timeframe. Effective meeting minutes should include the meeting date, members present, a general overview of the discussions, motions and actions that took place, officer reports, and the time the meeting was called to order and adjourned. The minutes should be distributed to each member shortly after the meeting (either by hand or by email) and a copy should also be placed in the secretary’s records. A copy of organization minutes will also need to be emailed to the WDT Accounting Manager. In order to spend money from your club account, the amount must be voted on and the vote must be reflected in the minutes, which are emailed to WDT Accounting Manager. Minutes should also be placed on the WDT website.

A sample of student organization minutes is included in Appendix C.

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Finances

Purchases

To have an active student organization club account, each student organization must complete the appropriate paperwork with the WDT Dean of Fiscal Operations at the beginning of each school year.

All expenditures require a signature from the advisor **and** the student representative.

Purchases must be voted on by the club members and documented in meeting minutes.

Purchasing Methods:

- **Yellow Claim Form**— used to order checks from club account (See Appendix D for a sample claim form)
 - Must be completed per example
 - Invoice or meeting minutes validating request must be attached
 - Pre-Order of checks may be made – receipts must be turned in after purchase

Claims submitted to the Dean of Fiscal Operations by 10am Tues.- checks available at Student Accounts Thur. after 1pm

- **R Number (Purchase Order)**—requested from Dean of Fiscal Operations - must be signed by the club advisor and a student representative.
 - Utilized for food purchases, supplies, misc
- **WDT Food Service and the WDT Bookstore**- charges may be made at these departments by club and subsequently paid through the Yellow Claim Process (see above).
- **WDT Mailroom**- student organizations may obtain a copy/printer code through the IT Department to utilize the mailroom copier.
- **RCAS Print Shop**- Large print orders may be made through the RCAS Print Shop & paid by furnishing your club account number. Contact the Print Shop at 394-,4068.

Important Items to Note for Purchases:

- All purchases by student organizations must include sales tax. While WDT is tax exempt, student organizations ARE NOT.
- After purchases, a copy of the receipt should be made and maintained in the club Treasurer's files. The original receipt needs to be submitted to the WDT Accounting Manager.
 - **Receipts must be itemized indicating items purchased**

Raising Money

A limited amount of money is available to student organizations through the Student Government Association. Each recognized student organization has the opportunity to request funds through the budget allocation process each fall. The funds are to be used by student organizations to finance programs and activities of an educational, cultural, social, recreational, or service nature. These programs and activities should be designed to primarily benefit currently enrolled Western Dakota Tech students.

Budget allocations are held once a semester (Fall & Spring). The Budget Allocation Request Form is available online www.wdt.edu~ Current Students~ Campus Life~ scroll down to the bottom of the page. The Budget Allocation Request Deadline will be made available to all student club advisors.

Representatives from each student organization requesting an allocation will also be required to attend a 10 minute budget hearing, to briefly present their budget request to the Student Government Association. All WDT campus community members are welcome to be present at the budget hearing, but student representatives must give the presentation. All budget requests must be truthful, to the best knowledge of the members. This information is necessary to make the fairest possible budget allocation decisions. Organizations found to be falsifying information on the Request Form may be denied funding. See Appendix E for the budget allocation policy and guidelines, and the budget request form.

The Student Government Association budget allocations should not be viewed as the only source of funding available to student organizations. Other sources of funding can include dues, fundraising activities, and industry sponsorships. Student organizations are also encouraged to co-sponsor programs in an effort to efficiently use the limited funding available. See Appendix E for the budget allocation policy and guidelines, and the budget request form.

Event Planning

Tips to Successful Event Planning

1. Pick a topic or theme, and use the theme to organize and publicize the event.
2. Make a “to do” list and assign responsibilities and deadlines.
3. Estimate your expenses and prepare your budget.
4. Check with Student Services, WDT Campus Events Calendar, and WDT Community Calendar to ensure that the date of the event does not conflict with other on-campus events.
5. Reserve a location for your event (The Room Reservation form is available through the Administration Office or Mailroom).
6. Publicize your event—see posting policy. To advertise online or on the digital screens, contact the Marketing office. To advertise on the Campus Life web page, contact the Student Government Association. To add your event to WDT Campus Events Calendar and WDT Community Calendar, contact Student Services.
7. Meet with Food Services to discuss food orders/catering needs.
8. Meet with the IT staff to discuss technology requirements.
9. Purchase supplies—meet with the WDT Dean of Fiscal Operations to determine the best method.
10. Follow up—double check your plans and details.
11. An example of an Event Planning worksheet can be found at Appendix F.

Publicizing Your Event

Campus Posting Policy:

Western Dakota Tech allows posting of printed material by campus clubs and organizations and non-campus organizations. The intent of the posting policy is to ensure printed material is authorized, posted and removed in a timely manner.

The Student Services Office at Western Dakota Tech oversees and monitors the posting of printed material from off-campus for profit, non-profit, political, religious and other non-campus organizations. This office reserves the right to remove unauthorized or outdated materials.

- A. Posting of printed material is generally permitted on Western Dakota Tech's bulletin boards found in the student commons areas. Posting by campus clubs and organizations may also be placed on these bulletin boards. No tape is allowed on any WDT walls.
- a. Printed material must be initialed and dated prior to posting by the WDT receptionist located at the Information Desk. Posted material without initials or dates will be removed.
 - b. Campus clubs and organizations may post announcements on WDT bulletin boards. The sponsoring organization must be clearly identified.
 - c. Outdated material must be removed promptly. Outdated material may be removed by WDT staff. Clubs and organizations are responsible for removing their outdated material from bulletin boards and hallways.
 - d. Printed materials that are threatening, obscene, or interfere with the educational or business operations of WDT are not permitted.
- B. Promotional material that advertises events with alcohol must adhere to the WDT alcohol policy. In addition, the promotional material must also indicate what measures will be taken to avoid underage drinking and that non-alcoholic beverages will be provided.

Other Ways to Publicize Your Event On Campus:

- "Campus Life" web page—student organizations can advertise their events by contacting the Student Government Association officers or advisor.
- WDT web site. Student Services and Marketing will post your advertisement. Each club and organization has a web page available on Campus Life.
- WDT Calendar of Events. Student Services will add your event.
- WDT digital screens – Marketing.

Special Rules Applying to Hosting Bingo or Other Lottery Event

If your student organization plans to host a Bingo tournament, or any other such lottery event, special permission must be gained from the Dean of Student Services. Special rules apply to this type of event:

- No separate organization or professional person can be employed to conduct the game or lottery.
- No compensation of any kind in excess of the state minimum wage per hour, or sixty dollars, whichever is greater, will be paid to any person for services rendered in connection with the conduct of the bingo game or lottery.
- No prize in excess of \$2,000 is awarded at any one play of bingo.
- For lotteries, the actual value of the prize must be stated before any chances for the lottery are sold.

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Appendix

Appendix A: Sample Constitution and Bylaws

Appendix B: Sample Agenda

Appendix C: Sample Meeting Minutes

Appendix D: Sample Claim Form

Appendix E: Budget Allocation Policy and Request

Appendix F: Event Planning Worksheet

Appendix G: Raffle or 50/50 Information/Process

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Constitution of _____ (group name)

Article I: Name

Section 1

The name of this organization shall be (Provide actual name which will be used for all official business), here after referred to as...

Article II: Purpose

Section 1

The purpose of this organization shall be (State the purpose, aims, and function of the organization)

Article III: Affiliations

Section 1

This organization is affiliated with (Indicate if your group has an affiliation with a Western Dakota Tech department and/or any other campus, local, state, national, or international organization and explain the relationship. If your organization has no affiliation, this section may be omitted.)

Article IV: Membership

Section 1

The majority of the membership of this organization shall consist of enrolled Western Dakota Tech students. (If your organization allows non-Western Dakota Tech members, you should indicate the guidelines for those members in this section as well.)

Section 2

This organization and its members shall not discriminate against any individuals for reasons of race, national origin, color, religion, gender, age, veteran status, sexual orientation, and/or ability status. (All student organizations are required to abide by federal and state non-discrimination laws.)

Section 3

Membership in this group shall be open to all who are interested and (List the criteria for membership to your organization, if you have any)

Article V: Officers

Section 1

The officers of the organization shall consist of (State all officer titles and duties)

- A. President - The President shall
- B. Vice President - The Vice President shall
- C. Secretary - The Secretary shall
- D. Treasurer - The Treasurer shall
- E. Etc.

Section 2

The qualifications for each office (State the qualifications, if any, for the offices)

Section 3

The term of each office shall be (Example: one year from Oct. 1 to Sept. 30. Make sure elections are held before the term expires.)

Section 4

Should an officer's position become vacant during his/her term, the following will take place...

Article VI: Advisor

Section 1:

Our organization advisor must be a member of the faculty, administration, or staff of Western Dakota Tech.

Section 2:

The duties and responsibilities of the advisor shall be...

Section 3:

Should the position of advisor become vacant during the year...

Article VII: Meetings

Section 1:

Regular meetings of the organization shall be held (Consider how often you would like to meet, who calls the meeting, etc.)

Section 2:

Special meetings of the organization shall be held (Consider who has authority to call these meetings, etc.)

Article VIII: Amendments

Section 1:

This constitution shall be amended by a vote of (2/3, 3/4, etc.) majority of the membership at any regular or special meeting. (Note: The constitution should not be amended easily or frequently)

Section 2:

Provision for advance notice of amendment shall be (Explain how eligible voting members will be informed of the proposed amendment such as posting, notification by email, announcement at two consecutive meetings, etc.)

Sample Bylaws

By-Laws of _____ (group name)

Article I: Membership

Section 1:

The procedure for selection of membership...

Section 2:

Dues for this organization shall be (Indicate amount, if any, and how often they are paid)

Section 3:

Membership responsibilities shall include...

Section 4:

Membership shall be terminated by...

Article II: Selection of Officers

Section 1:

The selection of officers shall be done by (Clearly state election rules and voting procedures, eligibility for each office, and when the elections take place during the academic year)

Section 2:

The provisions for removal of an officer include...

Article III: Selection of Advisor

Section 1:

The selection of the advisor shall be done by...

Section 2:

The provisions for removal of an advisor include...

Article IV: Committees

Section 1:

All permanent committees shall be formed by (Clearly list each committee and the function and specific duties of each)

Section 2:

All ad-hoc committees shall be formed by (Clearly list each committee and the function and specific duties of each)

Article V: Rules of Order

Section 1:

This organization shall be governed by (Specify source of parliamentary procedure for your organization. Most groups use "Robert's Rules of Order" in cases when it is applicable and consistent with the organizations constitution and by-laws.)

Article VI: Amendment

Section 1:

These by-laws may be amended by a vote of (Should be similar to constitution, but tend to be easier to amend. Example: simple majority vote, 2/3 vote, etc.)

Club Name Agenda

Date here

- I. CALL TO ORDER**
President officially calls meeting to order.
- II. APPROVAL OF MINUTES**
Ask if there are any changes to the minutes and get a vote for approval.
- III. OFFICER REPORTS**
Vice President gives report.
Secretary report on correspondence sent/received.
Treasurer gives financial report.
- IV. OLD BUSINESS**
Discuss any items that were brought up at previous meetings and that still need to be discussed.
- V. NEW BUSINESS**
Bring up new agenda items here.
- VI. ANNOUNCEMENTS**
Ask if there are any announcements. Give date, time, and location of next meeting.
- VII. MEETING ADJOURNMENT**
President officially adjourns the meeting.

Appendix C: Sample Meeting Minutes

MEETING MINUTES

DATE

MEMBERS PRESENT:

J. Doe, M. Smith, B. Brown, A. White, W. Student, X. Advisor, etc.

CALL TO ORDER:

The meeting was called to order by President Smith at 12:00 pm.

APPROVAL OF MINUTES:

Minutes were read and approved.

OFFICER REPORTS:

Vice President – Students have requested more social events. The group decided to host two social events this semester.

Secretary – Thank you letters were sent to the sponsors of our last event.

Treasurer – We currently have \$5986.34 in our account, with no outstanding charges at this time.

OLD BUSINESS:

Leadership Seminar--Vice President Doe reported on upcoming leadership event. We will be bringing in a speaker on leadership on April 24. The event will be open to the entire campus. The room reservation has been completed. Billy made a motion to spend \$200 on refreshments for the event. Al seconded the motion. Motion passed. Bob agreed to be in charge of ordering refreshments. Sue will contact IT to get the technological equipment lined up.

Picnic – President Smith updated everyone on the picnic plans. The food has been ordered through WDT Food Services. We are planning on 100 people attending. A sign up sheet was sent around for members to sign up for times to help serve food and clean up during the picnic.

NEW BUSINESS:

Concerns about WDT's safety protocol in emergency situations was brought forward by one member. President Smith agreed to contact the WDT Safety Committee to get a copy of the current protocol.

Future Agenda Items:

- Leadership Seminar
- Picnic
- Safety Protocol

ANNOUNCEMENTS:

Ed announced that the Business program will be holding an ice cream social on April 2nd at noon in the Commons, and all students are invited to attend.

MEETING ADJOURNMENT:

The meeting was adjourned by President Smith at 12:45 pm

NEXT MEETING:

Tuesday, April 24, 2007 at 12:00 pm in Classrooms A.

MINUTES TAKEN BY:

Ann White, Secretary

Appendix D: Sample Claim Form

CERTIFICATE OF CLAIM

RAPID CITY AREA SCHOOL DISTRICT NO. 51-4
 3801 HIGHWAY 79 SOUTH
 RAPID CITY, SOUTH DAKOTA 57701-9609

Date:	May 02, 07	Purchase Order #	
Claimant Name:	XYZ T-shirts	Invoice #	
Address:	123 Main Street	Invoice Date	5/2/2007
City, State, Zip	Rapid City, SD 57701		

PLEASE ITEMIZE	UNIT PRICE	TOTAL
25	T-shirts with club logo	5.00
	Tax (6%)	7.50
		125.00
		7.50
<p>X <u>Jane Doe</u> Student Representative</p> <p>X <u>Bill Smith</u> Club Advisor</p>		

ITEMIZED INVOICE MUST ACCOMPANY CLAIM

FOR SCHOOL USE ONLY Approving Authority Must Provide Acct No. Here	Total Page	\$132.50
Account #	State of	County
60-L-091-XXXX	South Dakota	Penn.
Total	I declare and affirm under the penalties of perjury that this claim has been examined by me and to the best of my knowledge and belief is in all things true and correct.	
\$132.50	One hundred thirty two and 50/100-----	
I declare and affirm under the penalties of perjury that this claim has been examined by me and to the best of my knowledge and belief is in all things true and correct.	Signature of Claimant	
	FOM, WDTI	Title
		SS#

Signature of Appropriate School Official

Appendix D: Budget Allocation Policy & Guidelines and Request Form

Budget Allocation Policy and Guidelines

The governing body of Western Dakota Tech has designated the task of administering funds generated from the Student Activity Fee to the Student Government Association. All recognized student organizations may request funds derived from the Student Activity Fee. To be eligible to share in these funds, each student organization must prepare and submit an Allocation Request Form, with a copy of their current member roster, minutes from two meetings, documentation of the last year's allocated funds use, and the balance of any remaining funds originating from last year's budget allocation process to the Student Government Association. All necessary paperwork must be submitted on or before the deadline indicated on the request form. At the time that the request is submitted, the organization will schedule a time to attend one of the scheduled budget hearings. Requesting organizations are encouraged to prepare and present their requests in such a manner as to give the clearest picture of financial need and justification for the granting of their request. After hearing all requests, the Student Government Association elected officers will conduct a closed session to review and vote on the proposed budgets.

Budget allocations will take place twice each academic year (once in the Fall & once again in the Spring). Each semester funds will be disbursed to the organization following budget allocation approval by the Student Government Association and final board approval of semester enrolment (Fall/Spring respectively). Allocation decisions are based upon the guidelines prescribed in this policy, in conjunction with the wants and needs of the Student Body. Only those groups recognized as official campus organizations by the Student Government Association will be eligible to receive funds. A group shall be recognized as an official campus organization if:

- Paperwork for the current year has been completed (organizations needing to complete this paperwork should be directed to the Western Dakota Tech Accounting Manager);
- The organization has at least five student members;
- The organization holds at least two meetings per year.

All requests will be reviewed by the Student Government Association elected officers and allocation approval will be by their majority vote. Factors the Student Government Association will consider in approving, denying, or amending budget proposals or line items include, but are not limited to, the purpose of the organization, the size of the organization (the number of students it actively involves), its influence (the number of students its activities serve), its unique value to Western Dakota Tech (contribution to the college's image and purpose), and its history of responsible or irresponsible use of funds. Preference will be given to larger, more active clubs that have a history of, and indicate an intention to spend money in ways that benefit the entire Western Dakota Tech community. Expenditures that are inconsistent with the mission and vision of Western Dakota Tech, or with Board policy, will not be approved.

Organizations will receive written notification regarding their allocation within one week of the closed budget meeting. The Student Government Association is not obligated to review any requests from student organizations that are submitted after the initial submission deadline.

WDT Mission ~ *A public institution of higher learning where students acquire the knowledge, skills, and behaviors necessary for successful employment.*

WDT Vision Statement ~ *It is the vision of Western Dakota Technical Institute to prepare our students for living, lifelong learning, working, and succeeding in the 21st century.*



Student Government Association

Allocation Request Form

Allocation Period: _____

Deadline for submission of request: **TBA**

For successful Allocation Consideration,

1. Clubs are a recognized campus organization (all paperwork has been submitted to WDT Accounting Manager).
2. Included with this form are:
 - _____ Digital Club Activity Statement (CAS) - find online www.wdt.edu~ Current Students~ Campus Life
 - _____ Copies of minutes from 2 regular organization meetings (previous year or semester)
 - _____ Financial Statement of previous year or semester-if requested by an officer or advisor, this may be sent directly from the Dean of Fiscal Operations.

Part 1: Required Information

Student Organization Name:

Purpose of Organization:

Number of Members in organization:

Period of Time Organization has been in existence:

Meeting Dates/Times/Locations:

Club President:

Phone Number:

Email Address:

Club Treasurer:

Phone Number:

Email Address:

Club Advisor:

Part 2: Itemized Budget Request

Description of items for which you are requesting funding	Amount Requested

SGA use ONLY

Rubric/Reasoning/Notes:

Factors the Student Government Association will consider in approving, denying, or amending budget proposals or line items include, but are not limited to,

Purpose of the organization,

Size of the organization (the number of students it actively involves). _____

Organization's influence (the number of students its activities serves). _____

Organization's unique value to Western Dakota Tech (contribution to the college's mission and purpose).

Organization's history of use of funds.

Organization's history of/and planned fund raising activities.

Appendix D: Example of Event Planner

Event _____ **Coordinator/Contact** _____ / _____

Date/Time/Location _____ / _____ / _____

Set up

1. _____ contact _____
2. _____ contact _____
3. _____ contact _____
4. _____ contact _____
5. _____ contact _____
6. _____ contact _____
7. _____ contact _____
8. _____ contact _____
9. _____ contact _____
10. _____ contact _____

- _____ **Room Reserved**
- _____ **Campus Calendar**
- _____ **Food Service**
- _____ **IT**
- _____ **\$\$\$**

NOTES

Work Event

1. _____ contact _____
2. _____ contact _____
3. _____ contact _____
4. _____ contact _____
5. _____ contact _____
6. _____ contact _____
7. _____ contact _____
8. _____ contact _____
9. _____ contact _____
10. _____ contact _____

Clean up

1. _____ contact _____
2. _____ contact _____
3. _____ contact _____
4. _____ contact _____
5. _____ contact _____
6. _____ contact _____
7. _____ contact _____
8. _____ contact _____
9. _____ contact _____
10. _____ contact _____

Appendix G: Raffle or 50/50 Information/Process

If you are drawing a door prize for attendees at an event, selling tickets at an event to be drawn at that event, or doing a 50/50 at an event to be drawn and paid out at that event, you do NOT need to follow the steps required for city approval. If you are selling tickets for a drawing or running a 50/50 raffle over time, you must follow the steps below.

Each (individual) raffle or 50/50 – type fund raising event **(over time)** must be approved through the City Legal Finance Office and on to City Council for a final approval. City Council meets 1st & 3rd Monday of each month & Legal Finance the Wed. before. In order to be considered, your request must be on the Legal/Finance agenda 7 days prior to Legal Finance Meeting Dates. If approved, it goes on to City Council the following Monday.

<http://temp.rcgov.org/agendas/meetings/legalfinance.htm> _ Legal Finance Meeting Dates

<http://temp.rcgov.org/agendas/meetings/councilmeeting.htm> - City Council Meeting Dates.

Address to send requests:

Maggie Paul
City Attorney's Office
300 6th St.
Rapid City, SD 57701
Or FAX : 394-6633

Re: WDT _____ Raffle (or 50/50)

Dear Ms. Paul:

I am the advisor of the Western Dakota Tech _____ (organization?) and I am writing this letter to request permission to conduct a raffle on the campus of WDT.

WDT ____ (your org.) is a non-profit organization. We would like to purchase _____ and raffle it off. We would begin selling on ____ (date)(pending your acknowledgement/approval) and raffle ____ (what).

The funds raised will be used for _____.

If you have any other questions, please feel free to contact me. Thank you for your consideration.

Sincerely,
Advisor name
Title
Contact information