

STUDENT ORGANIZATION RECOGNITION

201 Packet

Instructions: Please review the Student Government Association (SGA) Constitution and the Student Club and Organization Handbook before submitting this form. You can find these documents at [KWWS](#) [ZZZ](#) [JEFQY](#) [HGX](#) [VWXGHQWBOLIH](#) [VJD](#) [KWPO](#).

Following review of all documents, please drop this form off at the 6 W X G H * R W H U Q P # V Q W R F L D W L R Q office & R O O # N E \ / & 6 / (O N R H Y D G D . 7 K L I R U P D E H H P D L O W H G J # J E F Q Y H G X . Once application has been reviewed by the appropriate committees, a SGA representative will contact you. The application will then be voted on in front R I W # 6 H Q D W final approval.

If you would like to contact the Student Government Association, you can do so by S K R Q W R E \email at V J D # J E F Q Y H G X

Date		Recognition Type <input type="checkbox"/> New <input type="checkbox"/> Renewal	
Formal Name of Organization			
President			
First Name	Last Name		Mi
Email		Telephone	
Vice President			

* % & Student Club/Organization Advisor's Agreement

Thank you for taking the time to contribute to the co-curricular lives of the students at * U H D W % D V L Q & R O O H J H by agreeing to serve as an advisor to a student organization on campus. We hope that your experience will be enjoyable and worthwhile.

The Student Government Association encourages you to sign this Advisor's Agreement, which states the expectations that the Student Government Association and your particular student organization has of you as their advisor. By establishing basic expectations at the beginning of this advising relationship, a positive working rapport can easily be built between the club and its advisor. The Student Government Association wishes you a successful year and one that is fulfilling and rewarding.

I, _____, as Advisor to the _____
of * U H D W % D V L Q & R O O H J H

1. Meet regularly with the student organization's executive board to discuss goals, needs and events.
2. Act as fiscal advisor if the organization receives Student Government Association funding or raises money through fundraisers. The advisor must ensure that the organization spends its funds within established SGA, institutional and system-wide guidelines and are utilized for the projects listed within the organizational budget.
3. Ensure that the organization files recognition/registration paperwork annually and updates changes in organizational leadership and organization membership when necessary.
4. Attend meetings and activities in accordance with the policies and procedures of the organization.
5. Act as a resource, directing members to appropriate college offices for assistance.
6. Ensure that the organization's actions conform to the College's policies and procedures.

Advisor Signature

Date

GBC Club Bylaw Guidelines

ARTICLE 1 Section 1: This is where you place the name of your club.

ARTICLE 1 Section 2: This is where you state the purpose for which you are forming the club.

ARTICLE 2 Section 1: Who can be a member of your club?

ARTICLE 2 Section 2: When should members attend the meetings?

ARTICLE 3 Section 1: What is the office position?

Section 1 Part A: What are the duties of that position?

ARTICLE 4 Section 1: When shall potential officers be nominated? When shall elections take place?

ARTICLE 4 Section 2: How shall they be elected (ballot, roll call vote etc.)?

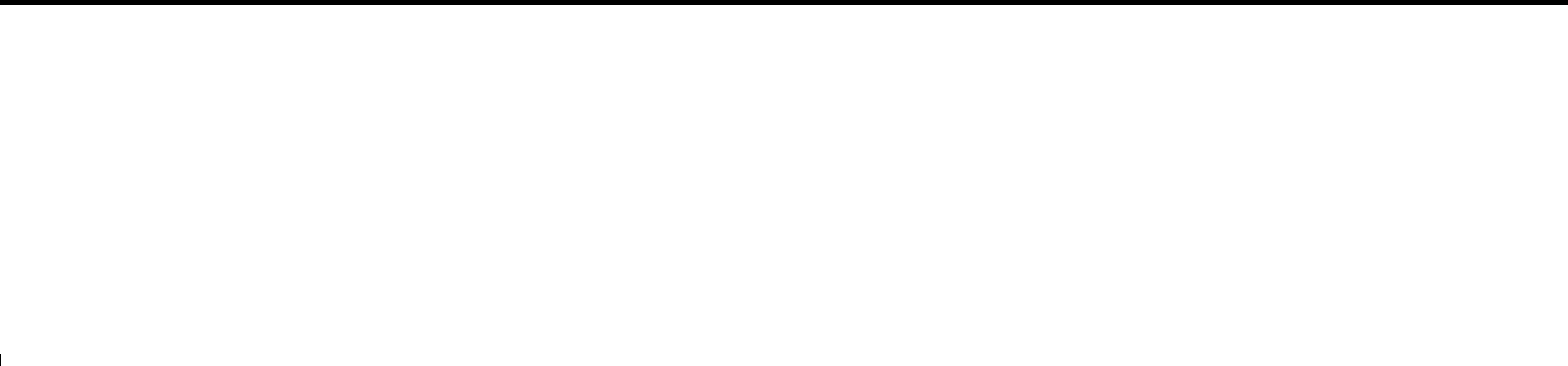
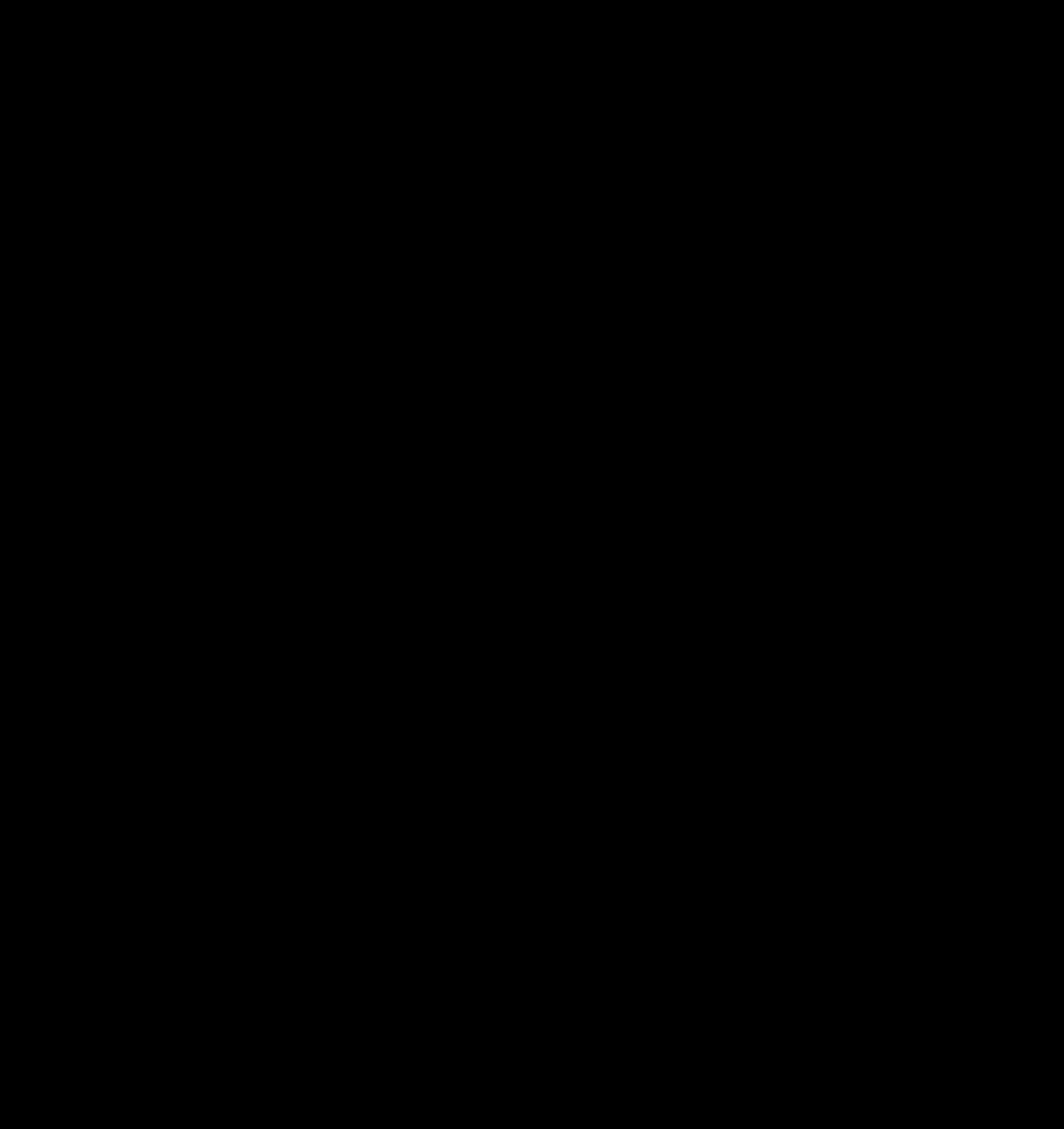
ARTICLE 4 Section 3: How long shall they hold office?

ARTICLE 4 Section 4: This is the statement that no member can hold more than one office within this club during the same time.

ARTICLE 5 Section 1: How often will you have meetings (monthly, weekly, etc.)?

ARTICLE 5 Section 2: If the officers meet separate when will the officers meetings be?

ARTICLE 5 Section 3:



ARTICLE 4
Elections

1. _____

2. _____

3. _____

4. No Member shall hold more than one office at a time.

ARTICLE 5
Meetings

1. _____

2. _____

3. _____

4. _____

ARTICLE 6
The Executive Board

1. _____

2. _____

3. _____

ARTICLE 7
The Committees

1. _____
 A. _____

2. _____
 A. _____

3. _____
 A. _____

4. _____
 A. _____

ARTICLE 8
Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the _____ in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the club may adopt.