

Refer to Section {A}  
{Introduction}Unit

**Procedure for {A 14 -- Student Government Association}**



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**Criteria and Procedure for Forming an SGA Student Organization**

1. The purpose of the organization must be compatible with the mission statement of the college.
2. The aims and functions of the proposed organization must be in harmony with college procedures and with local, state, and federal laws.
3. No charter for any organization will be approved if the charter contains any clause requiring discriminations on the basis of race, color, creed, religion, or national origin.
4. Control of the activities of the proposed organization must rest in the campus group rather than in an organization outside the college.

Refer to Section {A}  
{Introduction}Unit  
**Procedure for {A 14 -- Student Government Association}**

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### **Registration for an SGA Student Organization**

A student organization wishing to use college facilities or property, to use the college name, or to solicit membership or raise funds on campus must register with the Director of Student Affairs in the office of student affairs. Newly formed groups may register any time during the school year and may hold two meetings on campus for organizational purposes prior to registering. To register, each group must submit the following:

1. The official name of the organization
2. A list of officers
3. The name of the faculty/staff advisor and a letter from the advisor stating he/she will serve in that capacity
4. A copy of the organization's constitution or a clear statement of its purpose and of its requirements for membership
5. A statement of nondiscrimination in membership selection
6. An affirmation that the organization will abide by the regulations of the college and federal, state, and local laws
7. A list of members.

A student organization may be denied registration privileges or have its registration withdrawn if the Director of Student Affairs determines that the organization's goals and purposes conflict with those of the college.

Refer to Section {A}  
{Introduction}Unit

## Procedure for {A 14 -- Student Government Association}



### Operation of a College Registered Student Organization

The college recognizes that co-curricular activities are an important part of a student's education. Therefore, the college encourages and will help to organize the special activities of student organizations.

Only college-registered organizations are permitted to use the name and the facilities of Midway College.

1. **Eligibility for Membership:** All members must be students of Midway College. Members shall be selected on the basis of personal merit or interest and not on the basis of race, color, creed, religion, or national origin.
2. **Officers:** Students placed on academic or disciplinary probation shall not hold office in a student organization.
3. **Advisors:** There shall be at least one advisor who is a member of the faculty or staff of the college. The duties of the advisor shall be:
  - a. To ensure compliance with the procedural guidelines of the college
  - b. To attend meetings and all activities of the organization and
  - c. To advise in the use of organizational funds.
4. **Off Campus Events:** All activities held off campus must be filed with the Director of Student Affairs in the student affairs when the organization budget is submitted at the end of each semester. The college is not responsible for the activities or behavior of students during or in route to or from an off-campus event.
5. **Finances:** Organizations are allocated a portion of the student government association budget at the beginning of each academic term. Any initiation fees and dues must be stated in the bylaws of the organization's constitution. The advisor must approve all deposits and withdrawals.
6. **Community Service:** Organizations obtaining funds from SGA are required to complete one community service project per academic school year.

Refer to Section {A}  
{Introduction}Unit

**Procedure for {A 14 -- Student Government Association}**

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**Fundraising Procedures for Student Organizations**

1. Any registered organization wishing to raise funds on campus, whether through donations, sales, or services, must file a solicitation form and have it approved by the Director of Student Affairs and Vice President for College Relations and Development.
2. The fund raising project may not violate college procedure or local, state and federal laws.
3. The sponsoring organization bears full legal and procedural responsibility for the fund raising project.

Refer to Section {A}  
{Introduction}Unit

**Procedure for {A 14 -- Student Government Association}**



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**Reciprocal Responsibilities of Student Organizations**

1. The procedures stated in the Student Handbook shall be the conditions under which the organizations may be registered and operated on campus.
2. Student organizations and their members are prohibited from hazing, including any physical or mental harassment.
3. It shall be the responsibility of the organization to foster among its members a feeling of responsibility to comply with college procedures and guidelines. The college functions in a supervisory role in determining whether the organization is meeting these responsibilities.
4. Through its officers, each student organization shall be expected to take all reasonable measures to promote high standards of conduct among its members.
5. Any changes in the original charter, constitution, or bylaws shall be submitted to the Director of Student Affairs.
6. The college shall have the obligation of keeping organizations informed of procedures.



### **Dissolution of a Student Organization**

1. Any time the total membership of a student organization declines to the extent that it cannot function normally, the Director of Student Affairs or the director's designee may require that the organization be dissolved.
2. If the college receives written notification of alleged violations by a student organization and the organization is subsequently alleged guilty of violating college procedure, the college may specify that the organization be dissolved.
3. When a student organization is dissolved, it must surrender its charter, constitution, bylaws, and all other official documents to the student affairs office.
4. After the dissolution of a student organization and the reconciliation of its accounts, its remaining assets or indebtedness will be absorbed by the student activities accounts.
5. The Director of Student Affairs may withdraw a student organization's registration privileges for any of the following reasons:
  - a. Failing to comply with college guidelines.
  - b. Failing to submit required lists of officers and members.
  - c. Functioning without a faculty or staff member.
  - d. Failing to submit any changes in the original charter, constitution, or bylaws.
  - e. Practicing hazing.
  - f. Purchasing alcohol with college funds or consuming alcohol at an on-campus event.
  - h. Discrimination on the basis of color, creed, race, religion, or national origin with respect to membership selection.

Refer to Section {A}  
{Introduction}Unit

**Procedure for {A 14 -- Student Government Association}**



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**College Vehicles for Student Organizations or Student Use**

Midway College vehicles are available for use on a limited basis by students and student organizations for transportation in conjunction with college-sponsored activities and programs or on official college business only. College vehicles are not available to students for personal use. Registered student organizations wishing to use a college vehicle should follow the procedures below:

- a. Submit to the student affairs office the correct information concerning the date, time, and purpose of the off -campus event.
- b. Receive authorization from the Director of Student Affairs to use the vehicles.
- c. Secure an authorized driver (a faculty or staff member who has been tested on college vehicles and certified by the director of physical plant).



### SGA Faculty Award Procedures

The SGA Faculty Award is an award presented at the Honors Program in the spring. All full-time faculty are eligible for the award. The recipient is selected by the popular student vote and confirmed by the VP and Dean of the Women's College.

1. A call for nominations is sent to all Day College students. On the nomination flyer a student is asked to list the faculty member's name and provide a brief paragraph stating what that faculty member has meant to them.
2. The Director of Student Affairs and SGA President compile all nominations and present the information electronically to department chairs and the VP's for SCD & Women's College for feedback. With the assistance of the department chairs & VPs the list is narrowed down to no more than two representatives from each area a chair covers (i.e. 2 for Nursing/Science, Equine/Psychology, Education/Humanities, and Business).
3. SGA, under the supervision of the Director of Student Affairs, oversees the students vote for the eligible faculty members. The voting table will be open from 11 to 1 for three consecutive days.
4. The SGA President and Director of Student Affairs tally the votes and present the VPs with the first, second and third place winners. Upon gaining approval of the faculty member with the highest number of votes and support from the VPs will be notified that their attendance is requested at the upcoming Honors Program.
5. The award is presented to the award winner by the SGA president.



**Election Procedures**  
(Taken from SGA By-Laws)

Article II. ELECTIONS

- (1) Officers  
Student Government Association President, Vice President and Secretary shall be elected no later than four weeks before the last day of classes of the spring semester.
- (2) Senators  
The Student Government Association Senators shall be elected together no later than four weeks before the last day of classes of the spring semester. The First Year Senator shall be elected no later than the fourth week of the fall semester.
- (3) Special Elections  
Special elections shall be held to replace the Vice President, Secretary, or Senator(s) if they have resigned or been removed from office during their term of office.
- (4) Eligibility  
All candidates must be students at Midway College and satisfy a minimum grade point average requirement of 2.25 (exception: first semester freshman do not have to satisfy minimum grade point average requirements). All officers must be full time students.