

STUDENT GOVERNMENT

Revised 2-16-2024

The Connors State College Student Government Association is the governing board for student activities and organizations on campus. The members consist of a President, Vice- President for Academic and Student Affairs, secretary, and treasurer. It also includes twelve sophomore and freshman class officers and a representative from each of the active campus clubs.

The CSGA's primary responsibilities are to coordinate student activities and organizations, to serve as an advisory group to administration, and to recommend members for college committees. Senate meetings comply with HB 1416 public meeting law. A copy of the CSGA's constitution and by-laws can be obtained at the Office of Campus Life.

1. Student Clubs and Organizations Connors State College offers a variety of clubs and organizations to help enrich the student's educational experience. The clubs are honorary, departmental or special interest in nature. A complete listing of all chartered clubs and organizations can be found in the current college catalog. A copy of the student organization handbook can be obtained at the Student Activities Office.

2. All clubs and organizations must:

- a. Adhere to the policies of the college and be approved by its students and administration.
- b. Be initiated by a student or a faculty-student group.
- c. Be composed only of students, faculty or staff of Connors State College.
- d. Be non-discriminating in membership. No secret fraternities, sororities or organizations will be permitted: nor will any organization restrict membership on any basis other than that of scholarship, achievement, or service.
- e. Arrange for all money to be deposited in an account at the business office or development foundation with a minimum of two (2) signatures (one of which must be an advisor) being necessary before any funds can be withdrawn from the account.
- f. Notify the advisor and the Coordinator of Student Activities as far in advance as possible (and have their approval) for all meetings, functions, parties, etc. An activity request form must be turned in to the student activities office prior to the event.
- g. Have at least one advisor present at all functions and meetings.
- h. Send a representative to each CSGA meeting.
- i. Get approval from the VPASA/designee and the CSGA for any outside speaker or off- campus activity and make arrangements as far in advance as possible.
- j. Any event using campus facilities should be placed on the master activities calendar in the student activities office. The club will also need to complete a facilities request at the Student Activities Office.

Each club or organization shall file the following with the Coordinator of Student Activities by September 15 each academic year: Officers of the organization.

- i. Faculty advisor.
- ii. Time and place of regular meeting.
- iii. Complete list of membership.
- iv. Constitution and bylaws

Changes during the school term in officers, faculty advisor or membership should be reported promptly. A student will not be considered a member of any organization unless his or her name is listed with the Coordinator of Student Activities.

Beginning a new organization

- a. At least one student should attempt to get the name, address, zip code and phone number of the interested students. He/she should also talk to them about convenient meeting times, days, etc.
- b. The organization shall make an attempt to locate at least one faculty advisor. The Dean of Students office will help in this task if difficulties are encountered.
- c. He/she should then present this list of interested students, along with a statement of purpose of the organization and its membership requirement, to the Dean of Students office.
- d. This document is then presented to the CSGA for its initial approval.
- e. The Office of Student Activities will help the organization find a meeting place and put the meeting on the activities calendar.
- f. Upon initial approval of the CSGA, the new organization will have 90 days in which to draw up a formal constitution and by-laws and present it to the CSGA for final approval. The constitution should contain the following:
 - i. Official name
 - ii. Purpose
 - iii. At least one regular meeting per month listed
 - iv. Officers and duties of each officer
 - v. Election procedures
 - vi. Requirement for membership
 - vii. Procedure for amending constitution
 - viii. Meeting times

To aid each club and organization in planning their events, a master calendar is maintained in the Student Activities Office located in the Millers Crossing Clubhouse. All events must be placed on the calendar including meetings and social events and all events on campus