



**ADELPHI UNIVERSITY
STUDENT GOVERNMENT ASSOCIATION**

**Standard Student Club Operating Procedures
S.S.C.O.P.**

March 2009

Student Government Association
Standard Student Club Operating Procedures

ARTICLE I Purpose

The Purpose of this document is to inform student clubs/organizations of their rights and responsibilities in order to maintain recognition as an Adelphi University student club and organization with funding from the Student Government Association. In Addition, policies and consequences of non fulfillment of duties are described.

ARTICLE II Funding

The Student Government Association (SGA) funds will be distributed and allocated in accordance with the Standard Financial Operating Procedures (SFOP) of S.G.A.

ARTICLE III Rights

S.G.A. Recognized clubs and organizations have the right to:

- A. Request yearly budgets which is consistent with the mission and/or goals and objectives of a student club or organization as defined by its S.G.A. –approved constitution
- B. Petition the Student Government Association to appeal any decision.
- C. Reserve space through out campus in accordance with the policies of the Center for Student Involvement.
- D. Ability to Co-sponsor events with any club or organization on campus including Greek life.

ARTICLE IV Responsibilities

SGA recognized clubs and organizations have the responsibility of:

- A. Adhere to all rules, regulations, and policies regarding student clubs and organizations as established by the Center for Student Involvement (CSI).
- B. Adhere to all rules, regulations, and policies regarding clubs and organizations contained within the S.G.A. Constitution and its supporting documents.

- C. Have a representative at all S.G.A. mandatory events.
- D. Use S.G.A. allotted funds in accordance with the student club or organization's approved S.G.A. budget and the SFOP.
- E. Set and fulfill goals and plan and implement activities each semester which are in accordance's with the express mission of the student clubs or organization as defined by its constitution.

ARTICLE V Membership

- A. The minimum membership for S.G.A. funded clubs and organizations shall be twelve (12), active members.

Failure to meet this membership requirement will result in an initial formal warning passed down by the S.G.A. Failure to comply with this warning will result in probationary status until acceptable membership status is regained.

If any club or organization should reach probationary status their budget for the semester will be suspended and they will be entitled to \$110 for an interest meeting to regain membership. Once acceptable membership is maintained for three consecutive meetings, a club or organization can then submit documentation of increased membership and will be removed from probation. Any funds allocated for events during probationary period will not be restored.

- A. Membership in an S.G.A. funded club or organization must be open to all registered undergraduate students regardless of gender, race, nationality, learning disability, veteran status, status due to public assistance, religion, physical disability, or sexual orientation.
 - 1) Clubs must not limit membership through application process.
 - 2) Members must attend at least three (3) meeting per semester to maintain active member status.
 - 3) No club may charge membership dues to its members. Chapters of national organizations may allocate for these dues as part of their yearly budget or use club account funds.

ARTICLE VI Club Policies

Recognized club/organizations and their members represent the University and the Students, the following minimum standards are required for all organizations but are not limited to:

1. Comply with all Adelphi University policies.
2. Select and maintain an authorized Adelphi Faculty/Staff advisor.
3. Schedule all social functions and meetings according to the approved procedure for scheduling events.
4. Maintain an active program and fulfill the purposes stated in the organization's constitution.
5. All members and officers must be registered Adelphi undergraduate students.
6. All clubs are strongly suggested to create agendas and minutes for each meeting.
7. Submit a Budget proposal in the spring semester for the up coming year if the organization wishes to receive a budget.
8. All clubs and organizations must hold at least Biweekly meetings.
9. No club under any circumstances can inflict any types of hazing to any of its members

ARTICLE VII Sanctions

- A. If a club or organization is found in violation of any policies or responsibilities outlined in this document sanctions may be levied against the club or organization as a group, in addition to individual members of the club or organization.
 - If SGA polices are dishonored sanctions will be sent to the senate.
 - If CSI/ Adelphi polices are dishonored sanctions will go through CSI.
 - If any overlapping SGA/CSI policies are dishonored sanctions will be sent through SGA and CSI collaborately.
- B. Any club or organization missing two mandatory meetings mandated by the SGA executive cabinet per semester with out previously notifying in writing the Vice President of Club Relations is subject to probation.
- C. Any club or organization on probation will be ineligible to receive awards at S.G.A. Brown and Gold. This item will exclude new club probationary standing.

ARTICLE VIII New Clubs and Organizations

- A. All clubs or organizations must attend the CSI Club Workshop to receive S.G.A. recognition.
- B. Applications for S.G.A. club recognition status will be accepted all year.
- C. All clubs or organizations approved for S.G.A. recognition status are subject to probationary period for the following three (3) academic months.
- D. New clubs or organizations that achieve probationary status are entitled to request from the senate contingency funds to hold an interest meeting. The maximum request shall be \$110 and must be submitted to the allocations committee for approval pending the availability of funds.

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