

Student Activities Procedures

Title: SGA Officer Stipends	Identification: 3.605
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I. General

This procedure delineates the process for requesting, approving, and issuing stipend checks to the officers of campus Student Government Associations.

II. Procedure

The Executive Board nominees are selected from the General Committee (Senate and Club Representatives) and are elected by the Student Body.

SGA Officers are expected to fulfill the following minimum requirements.

Produce a written attendance report for the following:

- a. General Meetings
- b. Executive Board Meetings
- c. Committee Assignments
- d. SGA Obligations (i.e., FCSSGA)
- e. Events

Stipends for SGA approved officers will be made at the conclusion of the fall and Spring Terms, as follows:

SGA President	\$1,000
SGA Vice President	\$ 800
SGA Secretary	\$ 800
SGA Treasurer	\$ 600

Payment of the stipends will come from the general fund budget of each campus SGA budget, and each SGA shall include in their budget the approved stipends for the fiscal year.

Payment for the stipend will require written approval by the campus Student Activities Advisor and campus Dean of Student Services. This approval will include the evaluation that said individual has performed the duties associated with that office.

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As an exception, the campus Dean of Student Services may award a partial stipend.

The campus Student Activities Advisor shall initiate a requisition for payment of the stipends.

If no debt obligation is due the College, the student shall be sent a check for the appropriate amount. If a debt is owed the College, said amount will be deducted from the stipend and the balance sent to the student.

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SGA Officer Evaluation

Students will be rated on a scale of 1-5:

1 = Never, 2 = Rarely, 3 = Sometimes, 4 = Most of the Time, 5 = Always

Did the officer attend SGA meetings and committee meetings on which they served? _____

Did the officer perform the duties outlined in the Student Activities Handbook? _____

Did the officer display a positive attitude? _____

Has the officer conducted themselves in a manner becoming an SGA officer while on campus and while representing the SGA off campus? _____

Has the officer worked well with the SGA and SGA advisor? _____

Has the officer consistently communicated with the SGA and SGA Advisor? _____