

# CLUB GUIDEBOOK

## 2019-2020

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## Applying/ Keeping Club Sponsorship and Budget

### Paperwork

- Application for sponsorship
  - Only up to 40 ASMS clubs will be SGA sponsored, and only 30 clubs will get a budget.
  
- Budget
  - A club must fill out a budget request form for the entire term. A budget is more likely to pass if the form is as detailed as possible. The SGA may allot as much funding as necessary. New clubs will not be given a budget over \$80 for their first term.
  - New clubs cannot request equipment until they have successfully maintained their status for a term. Any and all equipment purchased with SGA funds must be returned by the end of the year.
  - Any funds allotted towards fundraising must be paid back in full to the SGA by the end of the term.
  - In order to fundraise, clubs must have the fundraising sheet signed by the SGA President and an SGA sponsor.

| Returning Clubs Must Turn In (Each Term):   | New Clubs Must Turn In:  |
|---|--|
| <ul style="list-style-type: none"><li>• Proof of at least 2 meetings and 1 event/fundraiser. Sign in sheets for each meeting or event is required.</li><li>• At least 10 Active Members (Turn in sign in sheets from meetings/events)</li><li>• Budget Request Form</li></ul> | <ul style="list-style-type: none"><li>• Budget Request Form</li><li>• SGA Sponsorship Form</li></ul> |

### Club Approval Meeting

- At the beginning of each term, the SGA will have a Club Approval meeting for ALL clubs. It is mandatory that at least one representative from each club attend this meeting. If no representative is present, then it is at the discretion of the SGA to deny or prohibit sponsorship/budget.
- The SGA identifies four categories of clubs. The order of priority for approval and funding is as follows\*:
  1. Academic  
Examples: French Honor Society, German Club
  2. Service/Volunteer\*\*  
Examples: Key Club, Beta Club
  3. Competitive/Representative  
Examples: Chess Club, Scholar's Bowl
  4. Special Interest:  
Examples: Anime Club, Gardening Club

*\*Note that clubs that have been approved before by SGA are given precedence in this order. New clubs, which are considered last, will then follow the same order.*

*\*\*A service club is defined as a club that requires service hours and/or whose main focus is serving the community.*
- If clubs are denied sponsorship/budgets they will be notified of the reason and will have the opportunity to appeal at the next SGA meeting. (See below)

### **Appeals Process**

- The Appeals Process is as follows:
  1. Any club that has been rejected will be given the opportunity to appeal to the SGA.
  2. Club appeals should be made by the club officers and/or club sponsors during the time allocated by the SGA.
  3. A 3-minute time limit will be given for the club to do its presentation. Afterwards, the SGA may ask follow up questions.
  4. A final decision will not be given until after deliberation has occurred.
- There are two different types of appeals that the SGA recognizes. They are as follows:
  1. Sponsorship Appeal: This is an appeal pertaining to a club's requirements for being sponsored by the SGA.
  2. Budget Appeal: This is an appeal pertaining to a club's budget.

### **Mandatory Club Orientation**

- At the beginning of each term, there will be a mandatory club orientation that will instruct clubs on proper procedure. It is recommended that all officers of the club be in attendance, however a minimum of two officers must be present.
- Without prior 24-hour notification of absence to a SGA sponsor, unless in case of emergency, then discretion of club acceptance will be decided upon by the SGA sponsors and executive committee.

### **Being A Club**

## Criteria

- Faculty/Staff Sponsors – Clubs must have at least one sponsor. Sponsors must attend all club events, unless said otherwise. A sponsor cannot sponsor more than three clubs. The sponsor cannot be a hall staff; sponsors can be either faculty or full-time staff.
- The objective and activities of the club must adhere to the overall mission of ASMS. A club should try to organize itself to benefit or positively impact the entire ASMS community.
- Each club **MUST** host and/or sponsor a minimum of two meetings and one event/fundraiser per term. Activities must be advertised and open to the entire ASMS community to be considered as an “event”.
- A club **MUST** maintain at least 10 active student members. Sign in sheets are required for each meeting or event and must be authentic.
- A club **MUST** follow the events and according budgets that were written in their SGA Sponsorship form. If not followed, SGA has the right to deny approving either the PO or Event Form.

**Mid Term Evaluation:** There will be a Mid-Term Club Evaluation to check the club activities, budgeting, and member involvement. This is to make sure that each club is having engaging events and actively spending their club budget throughout the term. Each club **MUST** have had at least one meeting or event and have spent at least 35% of their budget before this Mid-Term Deadline. There is an exception, if a club plans to have a major event at the end of the term and spend their budget then. However, club officer must let the SGA know beforehand through the SGA Sponsorship form.

## **Receipts**

- Anytime a club uses SGA money, the club must give the physical receipt to the SGA Treasurer or message a picture to the SGA treasurer. The original hard copy of the receipt must be given to finance within a week of spending the allocated funds.
- Receipts are due to the finance as soon as possible (no later than 48 hours) after spending allocated funds and the picture of the receipt must be sent to the Treasurer within the same timeframe. If receipts are not properly turned in, the club’s account will be frozen and will receive a strike.
- **Rules to Turning in Receipts:**
  - If a receipt (physical or digital copy) gets lost the first time, it is a strike.
  - If receipt (physical or digital copy) gets lost the second time, the club’s budget will be frozen for that term. For example, if a club loses its receipt the second time during winter term, the club’s budget will be frozen for the entirety of winter term.
  - If the receipt (physical or digital copy) gets lost the third time, the club’s budget will be frozen throughout the whole year.

## **Paperwork Requirements**

- All paperwork must be submitted 3 days before the event/meeting. If this deadline is not met, SGA officers hold the right to deny signature.
  - Requisition form will NOT be approved if not turned in to finance 3 days prior to the use of funds.
- Once forms are turned in, time of completion of requisitions are dependent upon administration. Finance will email the student to pick up credit card, etc.
- The Budget Request forms for club events or purchases must be turned into the designated file by the SGA closet to be approved and signed by the Treasurer.

### **Club Dues**

- Individual club members must pay their club dues directly to finance, **no exception!**

### **Penalty System**

- If the above rules are not followed, clubs may receive a strike at the discretion of the SGA. Once a club receives three strikes, there sponsorship will be terminated for the rest of the year. \*

\*Clubs may also receive strikes by:

- Not keeping their reserved room for meetings and events clean
- Host events that are evidently unrelated to the club's purpose written in the club's SGA sponsorship form
- For not turning their receipt to the Treasurer or the Finance on time
- Not leaving the SGA closet/ pi store in the original manner that they found it in
- Not turning forms in at least 3 days earlier than the event
- For breaking the spirit of the handbook.

### **Club Deadlines**

- Deadlines for Club Paperwork, Purchase Requisition Forms, and the Mid-Term Evaluation will be announced to the club officers and the student body at the beginning of each term.

### **Perks of Being an SGA Sponsored Club**

- The SGA will provide cups, plates, utensils, and napkins for any club meetings or events as necessary if the supply request form is correctly completed and filled out within 3 days' notice to the Sergeant at Arms.
- With permission of the Activities Chair, equipment in the activities closet may be utilized.