



Active Club Guidelines

SGA Policy # 19

Each chartered club of the SGA is expected to follow these guidelines:

1. Meet at least twice a month.
2. Regularly turn in minutes and attendance sheets to the Student Government Association. Minutes are due no later than two weeks after the meeting is held.
3. Keep an updated constitution on file.
4. Actively recruit and retain members.
5. Fulfill your club's purpose by abiding by your club's constitution.
6. Report your officers, advisors and meeting day, time and location to the Student Life Center by October 1st in the fall semester and March 1st in the spring semester.

If a club does not comply with the above guidelines, a review process will begin. A club will receive a warning e-mail that will outline their non-compliance in regard to specific guidelines referenced above and the deadlines to reach compliance. A club's budget may be frozen and ultimately the club may lose their official charter if they do not comply. If a club is inactivated, the club's remaining budget will be moved to Additional Funds.

Compliance of the above guidelines will be a factor when determining club budgets during the Spring semester.

To reinstate a club, you must completely follow the Inactive Club Policy.

Reasoning:

There are expectations for each club in order to be "active" and maintain their official charter. SGA needs to have a complete, accurate list of active campus clubs. Inactive clubs need to be taken off the official list of clubs.

Furthermore, since CAP guidelines only reflect several of the Active Club Guideline in the Fall semester, the Active Club Guidelines as criteria for club budgets will ensure continual adherence to these guidelines in the Spring semester.