



## College of The Albemarle Procedure

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**Title: Student Government and Campus Clubs**

**Related Policy:**

**Division of Responsibility: Student Success and Enrollment Management**

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\_\_\_\_\_ 6/2021 \_\_\_\_\_

**Date of Last Review**

**Date of Last Revision**

It is the policy of College of The Albemarle to maintain procedures to establish a student government association and Campus Clubs.

### **Administrative Responsibilities**

It is the responsibility of the Vice President of Student Success and Enrollment Management in conjunction with the Enrollment Management Committee to review and revise this procedure.

### **Procedures**

#### **Student Government Association (SGA)**

College of The Albemarle students shall be encouraged to maintain a student government organization for the practice of responsible citizenship by participating in self-government.

The Student Government Association (SGA) President serves as an ex-officio, non-voting member of the Board of Trustees. The SGA officers serve as the voice for students of COA in planning, implementing college-wide activities, and representing the college at state-wide events.

Members of the Student Government Association may be asked to serve on standing or ad hoc committees.

The college allocates student activity fees to the Student Government Association on a yearly basis. An annual SGA budget is recommended by the SGA officers and the Coordinator of Student Life and Leadership. This budget is reviewed and approved by the Vice President of Student Success and Enrollment Management and the Chief Financial Officer. Final allocation of funds is distributed on a viewpoint neutral basis.



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### Campus Clubs

College of The Albemarle offers students the opportunity to participate in a number of extracurricular activities, which enhance the educational experience. A variety of student interests are met through the Student Government Association and campus clubs and organizations. A list of current student clubs and organizations is provided on the COA web page.

Each student club or organization must have a faculty or staff advisor. Meetings shall be approved and attended by the advisor. Meetings and club activities shall be scheduled in advance with the Coordinator of Student Life and Leadership.

Advisors are responsible for assisting club officers in the preparation of financial reports. Appropriate forms and assistance in preparing the reports are available from the Coordinator of Student Life and Leadership. Whenever faculty advisors find it necessary to resign as an advisor, they shall notify the Coordinator of Student Life and Leadership.

Individuals who wish to form a club or organization must have at least 5 members and a faculty or staff member agree to serve as the club advisor. Club advisors must be approved by the Vice President of Student Success and Enrollment Management. Once an advisor is in place, the club shall select temporary officers who will help develop the constitution and by-laws for the proposed group. The constitution and by-laws shall be submitted to the Coordinator of Student Life and Leadership. The procedures for allocation of funds to student clubs and organizations are outlined in the SGA Constitution.

Complete procedures for student clubs are printed in the Constitution of the Student Government Association. Any person interested in forming a new club or organization may obtain assistance from the Coordinator of Student Life and Leadership.