

Halifax Community College
Student Government Association
Standard Operating Procedures Guide

Congratulations on becoming an Executive Officer of the Halifax Community College Student Government Association (SGA). This position has the potential to be an excellent training and learning experience. It may also at times be the easiest or hardest position you will hold as an Executive Board Officer. The Executive Board consists of five elected officer; the President, Vice President, Secretary, Treasurer, and Public Information Officer. The Parliamentarian is the sixth member. Parliamentarian is an appointed position by the President in concert with the SGA Advisors and the Executive Board Officers making the recommendation. While the Parliamentarian is an Executive Board Officer, that individual *does not* have any voting rights.

As the Executive Board of the SGA, you are responsible for knowing the Constitution and all of the duties and responsibilities of your position. You also need to be familiar with each of the other positions because you will work as a team. There may come a time when you will have to fill in for one of your fellow officers. This guide can assist you in being able to carry out assigned tasks. A description of each position and the examples of the various forms that you will use is included.

If you have questions, please do not hesitate to ask a former or fellow officer or advisor.

Best Wishes,

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SGA Membership:

Any curriculum student enrolled for at least 6 hours and having at least a 2.5 GPA is eligible to run for SGA office by completing an ‘Intent to Run’ Form and returning it to a SGA Advisor at least ten (10) days prior to Election Week. Candidates must give a campaign speech on why they want to run for office during Spirit Week. Elections are held during the third week of April and voting is done electronically (e.g., survey monkey). Each Executive Officer signs a Student Government Association Pledge to Serve Agreement. The term of office is July 1 through June 30.

A full SGA Executive Board consists of six (6) elected members; President, Vice President, Secretary, Treasurer, and Public Information Officer. The SGA President appoints the Parliamentarian. SGA Officers are required to attend all monthly meetings, called meetings, and activities/events sponsored by the SGA. Officers may be requested to attend both on and off campus activities/events. All Officers by association to the college represents HCC at all times and therefore must remain in “Good Standing” with the college and the community throughout the term of office and conduct themselves professionally at all times; you never know who is watching and listening.

This guide includes information regarding:

- President
- Vice-President
- Secretary
- Treasurer
- Public Information Officer
- Parliamentarian
- Student Government Association Scholarship Fund
- The Centre Concession Stand Protocol

Sample forms are located in the Appendix at the end of this guide

Reports:

Officers are responsible for reporting their activities specific to their positions at each monthly SGA Board meeting.

Policies and Procedures:

- You can act in your official capacity **only** when attending SGA Meetings or other SGA events/activities.
- You **cannot** represent any other club while doing so.
- You **must** follow the protocol for Gmail and marquee postings. Paperwork that does not follow protocol will not be signed.
- Forward all written material to a SGA Advisor for final review.
- Do not disseminate any information without approval from a SGA advisor.
- Face Book and MySpace are to be used for **SGA business only when using the SGA Computer**. Use your personal computer or Library computers for personal work.
- Do not submit anything to Facebook or MySpace without approval from an advisor.
- Do not submit articles without approval from an Advisor.
- Advisors **must** sign off on all Bookstore purchases before officers can receive supplies.
- Dress is always business casual and/or business when publicly representing HCC.
- Tattoos are to be covered, shirts tucked in, clothes wrinkle free, and hair neatly groomed; no shorts, flip-flops, etc. Good personal hygiene is expected and appreciated.
- Retrieve and then delete voicemail messages daily. Should you fail to do so, you will place the SGA in jeopardy of having voicemail removed from the SGA telephone.
- Officers failing to meet the eligibility criteria to be elected to remain in office during their term of election will be asked to resign. If the voluntary resignation is not received, the officer will be sent a letter/email advising them of their removal from office.
- An Officer who is involuntarily removed from office as a result of any Constitutional or Standard Operating Procedure policy violation is not eligible to run for office during the subsequent academic year.
- An Officer is eligible to again run for office after setting out for one academic year and when all of the criteria to run for a SGA position have been met.

President

As President, you are the Chief Executive Officer (CEO) of the SGA. It is your responsibility to conduct business effectively. This means you are the person responsible for ensuring that tasks assigned are completed. You also delegate duties to the other Executive Officers. Assign duties that pertain to the person's position to the extent possible (e.g., contest should be officiated by

the Parliamentarian since that is what they do at meetings). Ask for help as needed and make every attempt to distribute the workload evenly.

You are responsible for heading up SGA sponsored events, with the assistance of the entire delegation. Other responsibilities include being the 13th Trustee (ex-officio member) of the HCC Board of Trustees, Student/Administration Liaison, serving on various committees, setting and chairing SGA monthly meetings, appointing the Parliamentarian, and tracking the SGA budget. You are to carry out duties as assigned by any HCC Trustee, the college's President, Vice Presidents, SGA Advisors, and in consultation with SGA Advisors, any other HCC employee.

Duties of the President:

- Serve as the Chief Executive Officer (CEO) of the SGA. At all times you should represent the SGA at as many on and off campus events as possible.

Calendar of Events:

- Ideas regarding events and activities can come from anyone; however, the motion has to pass during an executive board meeting before adding it to the calendar.
- Discuss the event/activity during the New Business portion of the meeting. Before adding an event/activity to the calendar, it must be discussed and passed by a simple majority vote.

Student Government Association Funds:

- The President works closely with the Treasurer and Chief SGA Advisor to maintain accurate budget records.
- Have knowledge of the amount of funds carried forward from the previous academic year, the funds allocated for the current academic year, how much the SGA spends on each event, and the remaining balance.
- Access a copy of the budget at the start of the Fall Semester and each month thereafter by making a request to the Controller (Business Office).
- Be sure that the budget will allow for all costs associated with any planned activity/event.
- The President and Chief SGA Officer shall maintain all budgetary documents. The President, Secretary, Treasurer, and Chief Advisor shall know where budget documents are located and they should be easily accessible upon request.
- Check all forms before sending them to an Advisor for final approval.

13th Board of Trustee (Ex-Officio Member):

- You are required to attend the Board of Trustee meeting on the last Tuesday of each month.
(Do Not Be Late. Dress is professional (cover tattoos, no shorts, flip-flops, halter's, t-shirts, etc. turn cell phone off, take a copy of your report to read from).
- As an Ex-Officio member, you are a non-voting member.
- You are to give a monthly report at each meeting.

- Submit a typed proofread copy or your report to the Administrative Assistant to the President each month.
- You are to advocate for the student body; including presenting student issues/concerns to the board.
- You are to pass information to the student body that comes from the Board of Trustee meetings.
- You can present an Action Item by doing the following:
 - Present the item as information.
 - Submit the information to the Administrative Assistant to the President.
 - Complete the Action Item Form (available from President's Administrative Assistant).
 - Present the item as an action item (it **MUST** be on the agenda as an action item).
 - Report the results to the SGA and to the student body at the next monthly SGA meeting.

SGA Presidential Appointments:

- The President appoints the Parliamentarian.
- The President appoints someone to fill a vacant position within 30 days after the vacancy.
- Vacant positions are filled by:
 - Board members suggesting students they believe to be a good candidate to fill the vacant position.
 - Faculty members suggesting students they believe to be a good candidate to fill the vacant position.
 - SGA Advisors suggesting students they believe to be a good candidate to fill the vacant position.
 - The President, SGA Officers, and SGA Advisor(s) will participate in the interviews.

Meetings:

- As President, you chair the meeting.
- The SGA will meet at least once a month as required by the SGA Constitution.
- Written notice of all meeting dates must be disseminated campus wide.
- The SGA Public Information Officer (PIO) will distribute the meeting information campus wide, and will submit meeting information to HCC's (PIO) who will send the information out through various methods such as Blackboard, Gmail, MySpace, Face Book, and Marquee display board.
- Prepare an Agenda for each meeting based on information that came out of the previous and/or past meetings, student forums, and Board of Trustee meetings.
- Distribute the Agenda at the beginning of each meeting.
- Use Robert's Rules of Order as the Parliamentarian Procedures for conducting SGA business.

- Minutes from the previous meeting will be emailed to each officer five (5) school days before the next board meeting. Officers will review the minutes for accuracy and report any changes during the next board meeting.
- Meetings will cover upcoming events, issues/concerns, what is being done about them, reports from each officer and committee, and each club/organization announcements, and any other announcements that need to be made.
- Request club/organization Advisor to designate a representative to attend each meeting.

Reports:

- The President's reports should include all activities that the President was involved with since the last meeting and relevant Board of Trustee meeting information.

Vice President

As Vice President, you are responsible for knowing the duties of the President and fulfilling those duties in the event the President cannot.

Duties of the Vice President:

- Carry out duties as assigned by the SGA President or a SGA Advisor.
- Assist all other Executive Officers as necessary.
- Know the responsibilities of each position.
- Serve as Parliamentarian when the position is vacant.

Meetings:

- Attend the SGA monthly meetings, and any called meetings as required by the SGA Constitution.

Reports:

- The Vice President's reports should include all activities/events involved in since the last meeting.

Secretary

The Secretary is responsible for keeping a written record (i.e., minutes) of what is covered in every meeting. Within five (5) school days after the meeting, email the minutes to each member of the board. You will be responsible for posting the years' monthly minutes to the SGA webpage before the spring semester ends.

Duties of the Secretary

Maintain accurate meeting minutes that include:

- Date
- Meeting location
- Time meeting is called to order
- Who is in attendance

- Approval of previous meeting minutes as corrected
- All officer reports (officer reports are to be typed)
- Committee reports (committee chair reports are to be typed)
- Old/Unfinished business (information covered at previous meeting)
- New business (information not covered in previous meeting)
- Motions (may come from old and/or new business)
- Announcements made during the meeting
- Time meeting is adjourned
- Post the Agenda and Minutes to the SGA Webpage via the IT department

Email copies of the minutes from the last meeting to each officer for review, and to note changes needed for approval of the minutes at the next meeting.

Meetings:

- Attend the SGA monthly meetings, and any called meetings as required by the SGA Constitution.

Reports:

The Secretary's reports should detail all work done in fulfilling the above duties and any activities/events involved in since the last meeting.

Treasurer

The Treasurer is responsible for maintaining the SGA budget under the guidance of the SGA President and Chief SGA Advisor. It is best to keep track of all funds through some form of spreadsheet. The Chief SGA Advisor can provide training on setting up an Excel spreadsheet.

Duties of the Treasurer:

- Have knowledge of how to use a spreadsheet.
- Meet with the SGA President, Chief Advisor, and Controller to get current budget from the business office (First week of September, first week of January).
- Begin the budget for the academic year with the ending balance from the previous year.
- Add the projected funds for the current academic year (Controller has this information). This gives you the amount that SGA has to spend for the academic year.
- As the SGA uses money for events/supplies/etc., subtract the amount from the current balance.
- Get a SGA Advisor's signature on all forms (requisitions/travel request/reimbursement request) before submitting them to the Student Services Administrative Assistant.
- Make copies of all receipts, contracts, and forms. Place copies in the Counseling Center notebook under the SGA tab (notebook is located in Room 309).
- Submit original receipts to the Accounts Payable Tech in the Business Office.
- Attach original contracts to the requisitions for events/supplies within 30 days of event.

Requisitions:

- Requisitions must be thorough and include each item requested, cost of each item, quantity of each item, shipping/handling cost and tax where applicable.
- Line item number must be included
- Vendor information must be detailed (name, address, phone number, SSN or Tax ID)
- Requisitions must include a memo stating the purpose of the purchase.
- Indicate the date the check is to be picked up or mailed.
- The SGA President and a SGA Advisor must sign all requisitions before submitting them for the signature of the Dean of Student Services.
- Submit requisitions 12 working days prior to the date the check is to be written.

Request for Travel:

- Fill out a Request for Travel form before any school related travel takes place.
- Money requested prior to a trip (i.e., meals, lodging, registration, etc.) must include a Requisition and a Request for Travel.
- Mileage, meal rates, and Budget Codes are available from a SGA Advisor.

Reimbursement for Travel:

- Submit a Reimbursement for Travel form within 30 business days after the trip.
- Record all information from the Request for Travel and Requisition (departure and return times, mileage, lodging, registration, meals, etc.) on this document.
- Travel must begin and end at HCC, not from your home address.

Cashier Deposits:

- Prepare the Cashier Deposit Slip (can be obtained from Cashier's Office).
- The SGA Treasurer, President, and SGA Advisor will each count the money independently.
- If Treasurer, President, and Advisor are in agreement of the amount, each will sign the SGA Deposit Slip.
- If, Treasurer, President, and Advisor are not in agreement with the amount; resolve the discrepancy before signing the SGA Deposit Slip.
- Take the money and deposit slip to the Cashier's Window.
- Cashier will count the deposit, enter the deposit, and print out a receipt of the transaction (make a copy of the receipt and place it in the Counseling Center Notebook).
- Take the original receipt to the Accounts Payable Tech in the Business Office.
- Record the deposit on your spreadsheet.

Meetings:

- Attend the SGA monthly meetings, and any called meetings as required by the SGA Constitution.

Reports:

The Treasurer's reports should detail all money spent for the month, purchases made, and the balance. Also, include in the report all activities/events involved with since the last meeting.

Public Information Officer

The Public Information Officer (PIO) is responsible for disseminating SGA and student body information across campus and throughout the community. This is accomplished by posting a calendar of events, flyers and posters on Blackboard, Gmail, FaceBook, Group-Wise, and articles. You will work closely with HCC's PIO to send out information. You must follow the Protocol for Gmail and Marquee posting. No paperwork will be signed that does not follow protocol.

***** Do not submit any written information without prior SGA Advisor approval*****

Duties of the Public Information Officer:

- Design flyers and/or posters to coordinate with the event. Be sure to include pertinent information (who, what, when, where, costs, length of time, rules, etc.).
- SGA President will review and edit flyer(s) as needed.
- Forward all materials to a SGA Advisor for final review and approval to distribute.
- Post flyers on SGA bulletin boards located in the 100, 200, 300, 400, 500, 600, and 700 buildings.
- Seek permission from the Dean of Student Services prior to posting on bulletin boards that do not belong to the SGA.
- Do not post anything on any window.
- Remove flyers immediately after the event has passed.

Dissemination of Information:**Facebook:**

- To post flyers on Facebook request the HCC PIO to add HCC SGA as a group, and post the flyer in the discussion board or wall section with approval through HCC's PIO.
- Facebook information:
 - Facebook – HCC profile (need to be a member to view full profile)
<http://www.facebook.com/home.php?#/group.php?gid=58167435920>
 - Facebook – HCC page <http://www.facebook.com/home.php?#/pages/weldon-nc/halifax-community-college/60392353468>

MySpace:

- Post flyers on MySpace by adding HCC as a friend and posting the flyer in the comment section.
- MySpace information:

- MySpace <http://www.myspace.com/399278839>

Blackboard:

- The Public Information Officer or Chief Advisor will post information. To access SGA information, your sign-in name is student and your password is student.

Gmail:

- HCC's method of sending information to students is through their school Gmail account.
- Submit Gmail request to HCC's PIO five (5) days before information needs to be seen.
- Fill out a Gmail request form (be as specific as possible).
- Have the form reviewed by the SGA President.
- Have the form reviewed by a SGA Advisor.
- A SGA Advisor will electronically sign and submit the Gmail request to HCC's PIO.

Group-Wise:

- Use Group-Wise for sending email to all HCC employees.
- Draft the email you would like to send to employees.
- Submit the draft to an Advisor for review and approval.
- Request the Advisor to send the email to all HCC employees.

Calendar of Events:

- Create and post a monthly calendar of events by the first day of each month.
- Clubs and organizations must submit their activity/event information three (3) days prior to the last day of the month.
- SGA events are finalized at each monthly meeting and an updated monthly calendar accompanied by any flyers will be distributed via Gmail, Blackboard, and Group-Wise each month informing students and employees of upcoming SGA events.

Articles:

- HCC issues newsletters periodically throughout the semester.
- Articles should be short (ideally one paragraph), but detailed and accurate.
- Draft an article after each SGA sponsored event.
- The article should include:
 - Name of the event
 - Time and place of the event
 - Who attended
 - Summary of what happened during the event (e.g., won Top "C" amups)
 - Why the event was held
- Have the SGA President edit the article for clarity of content, grammar, and spelling.
- Submit the article to a SGA Advisor for review.
- Once approved submit it to HCC's PIO and request it be included in the HCC newsletter.
- HCC's PIO will make the final decision to print or not.

Interviews:

- Do not do take part in any newspaper, radio, and/or television interviews without the permission of HCC's PIO.

Photographs:

- You will need to check the camera out from a SGA Advisor.
- You are responsible for photographing all SGA sponsored events and when possible any event SGA attends.
- Keep photos as a way to preserve the history of the SGA, to scrapbook and to showcase SGA involvement at HCC, N4CSGA Conferences and Business Meetings, Division Meetings, and any other SGA sponsored events and activities throughout the community.
- Label photos and save them to the SGA flash drive as soon as possible after taking them.
- Avoid taking photos of hand gestures, inappropriate language, inappropriate dress, and signs/symbols (e.g., cigarettes, beer, peace signs, public displays of affection, etc.).

Meetings:

- Attend the SGA monthly meetings, and any called meetings as required by the SGA Constitution.

Reports:

The PIO's reports should include any activities/events involved in since the last meeting.

Parliamentarian

Parliamentarian is an appointed position made by the SGA President in consultation with the Advisor. The Parliamentarian sits next to the Chairperson during all meetings to ensure they run effectively and efficiently. Robert's Rules of Order is the Parliamentarian Procedures used during the meetings. You will interpret the Constitution, maintain order, and advise the President and Executive Officers of errors that occur during the meetings. As an Ex-Officio Member, you do not vote, however, you can put forth a motion as well as second a motion.

Parliamentary Procedures:

- Procedures that help people run an effective meeting.
- Procedures that help maintain order during the meeting.
- Procedures that allows everyone to have an opportunity to speak.
- Procedures to ensure that everyone is treated with respect.

Duties of the Parliamentarian:

- Interpret the constitution.
- Advise the President during the meeting as needed.
- Make sure the organization's rules are followed (Robert's Rules of Order) during business meetings.
- Maintain order.
- Ensure that each person has an opportunity to speak.

- Consult with the SGA President and Advisors on interpreting the Constitution.
- Update the Constitution according to changes approved by the HCC Board of Trustees.
- Post the updated Constitution to the SGA webpage within two weeks after approved changes.
- Develop and conduct all surveys with input from the SGA Advisor(s), and with the Director of Institutional Effectiveness as needed.

Meetings:

- Attend the SGA monthly meetings, and any called meetings as required by the SGA Constitution.

Reports:

The Parliamentarian's reports should include any updates on inaccurate procedures that took place during the last meeting and any activities involved in since the last meeting.

Advisor

Advisors shall be full-time employee of HCC; typically the Director of Counseling has served as the Chief SGA Advisor and the Counselor/Recruiter/High School Liaison as Co-Advisor as set forth in their position description. Other group, club, or organization Advisors may be voluntary or by appointment.

Duties of the Advisor:

- Ensure that Executive Board Officers maintain the required GPA, curriculum hours, and remain in "Good Standing" with the college and throughout the community.
- Validate that students running for SGA office meet both the GPA and curriculum hours criteria at the time of the election, and, throughout their time in office.
- Shall have no voting rights, however, Advisors do have the right to be recognized by the Chair in the same manner as voting members to discuss, debate, and/or advise on any matters under consideration.
- Make sure that the SGA is abiding by the Constitution.
- The SGA Advisor shall make recommendations as to the course of action to be taken by the SGA in accordance with the Constitution and with College policies and guidelines.
- Ensure that the SGA Constitution is enforced.
- Advise SGA only.
- Be present at each meeting.
- Be in attendance for the entire meeting.
- Ensure that club/organization Constitutions do not supersede the SGA Constitution as ratified and approved by the Board of Trustees.
- Provide annual Advisor Orientation Training.
- Act as an Advisor to only one club/organization at a time to avoid a Conflict of Interest or what might be perceived as a conflict.

- Advise the SGA President in resolving reported issues that occur with Executive Board Officers, club/organization Advisors and members, and any HCC employee.

Other group, club, or organization Advisors shall be voluntary or by appointment and shall fall under the rules as set forth in Article VII; Section A. 1,2,3,4,5,6 and Section B. 1,2,3,4,5 specific to their club/organization.

Meetings:

- Attend the SGA monthly meetings, and any called meetings as required by the SGA Constitution.

Reports:

The Advisor’s reports should include any activities/events involved in since the last meeting.

Fundraising

The rights and privileges to fundraise are for chartered clubs and organizations only. Clubs and organizations can fundraise independent of the SGA Centre venture. A complete description of all fundraising activities must be presented to the SGA for approval and for inclusion on the monthly activity Calendar of Events. Only prepackaged foods are to be sold.

Sanctions

While each group, club, or organization has a Constitution; it does not supersede the SGA Constitution. All chartered clubs and organizations fall under the governance of the SGA and must adhere to the SGA Constitution. Failure to do so shall cause your club or organization to be subject to one or more of the following sanctions depending on the severity of the infraction:

1. The first minor infraction will result in a verbal warning.
2. The second minor infraction will result in a written warning.
3. The first major infraction will result in suspension of all club or organization activities for a period of eight weeks.
4. The second major infraction will result in suspension of all club or organization activities for one full semester (16 weeks).
5. The third major infraction will result in suspension of all club activities for two full consecutive semesters (fall and spring).
6. Should any additional infractions occur; the club or organization may face permanent suspension.

Sanctions do not necessarily have to follow the order listed above. If the infraction is severe, suspension may be in order as opposed to a verbal warning.

Student Government Association Spirit Scholarship

Managing the concession stand at The Centre will allow the SGA to earn money for The Student Government Association Spirit Scholarship. A scholarship is awarded to a student who has a GPA of 2.0 to 2.25, who attends 80% of the monthly SGA Meeting and who volunteers at 80% of SGA sponsored activities throughout an academic year.

Concession Stand Protocol

The Student Government Association shall manage the concession stand at The Centre; providing opportunities for all clubs and organizations as well as for the Centre to share in the profits. By following the protocol as outlined below, the governing student organization (i.e., SGA) is the only organization responsible for all financial transactions as a way to ensure there is a clear audit trail.

- The SGA will purchase all inventory.
- The SGA will receive 50% of the profits and is responsible for paying all invoices and contributing the remainder to the SGA Student Scholarship fund.
- Pay all invoices before distributing any money to The Centre, the club/organization that assists the SGA with the concession stand, or to the SGA Student Scholarship.
- The Centre and the club/organization shall each receive 25% of the net profit (i.e., after all invoices are paid).
- Deposit all money directly into the club/organization, Centre, or scholarship fund account per Memorandum to the Controller.
- Ensure equal opportunity for each club/organization to participate with the SGA in concession fundraising (use alphabetical order for rotation).
- No club/organization shall operate the concession stand independent of the SGA.

**** A club/organization operating the concession stand without the SGA must distribute their money as outlined above****

Cash Management

The 'Cashbox Supervisor's' (SGA Advisor or designee) responsibilities include;

1. Having enough small bills and coins for early transactions.
2. Removing excess cash from the drawer during the event.
3. Reconciling incoming cash with remaining inventory.
4. The Cashbox Supervisor, SGA President, and a club/organization designee will each count the money at the close of the concession stand.
5. Resolve any monetary disputes or issues.
6. The Cashbox Supervisor, SGA President, and an SGA Advisor shall each sign the SGA Deposit Slip if each person comes up with the same amount.
7. The Cashbox Supervisor will move the money from the concession stand to the safe.
8. The SGA President and/or an SGA Advisor will move the cash from the safe to the HCC Cashier's Office for deposit into the SGA account.
9. Cashier Deposit Slip is completed and money deposited into the SGA account.

10. SGA Chief Advisor will send a Memo to the Controller requesting the specific dollar amount (25%) of the net profit to be moved to The Centre, club, or organization who worked with the SGA at the event, and to the scholarship fund.

Inventory

Keep a current contact list of all vendors. Purchase only pre-packaged foods for sale.

1. Count all inventory before signing off on vendor's inventory amounts.
2. Count all inventory before each event.
3. Count all inventory after each event concludes (if others have access to your inventory, it may be necessary to count again before the next event starts).
4. Restock inventory based on prior sales from similar events.

Inventory Purchasing

Speak with each vendor to determine the amount of time required for placing and receiving orders. It is a good practice to place orders at least three (3) days before the event date even when the vendor does not specify a timeframe.

1. By looking at your Inventory Purchasing Form you should be able to determine the amount of each item needed to replenish your stock.
2. Have the form in front of you as you place your order.
3. Consult with the vendor regarding the amount of inventory to purchase; they are the experts.
4. Inquire about the company's 'return of unsold stock' policy.

Standard Maintenance and Upkeep

Clean the concession stand after each event.

1. Store all foods in the upper locked cabinets.
2. Throw all outdated food products in the trash as soon as possible after the expiration date.
3. Wipe down the outside of the ice server after each event (do not leave the ice scooper in the ice server).
4. Clean all counter spaces, microwave, popcorn maker (inside and out – remove and wash the popping kettle, the two trays at the bottom, and plastic casing), and any other dishes/items used thoroughly with hot soapy water.
5. Dry and properly store all items.
6. Place trash in the outer gallery trashcans.

Standard Setup and Breakdown

Arrive at each event at least one hour before the event begins. This will allow time to complete all setup tasks (update price list, display items, set up concession stand, etc.)

Duties/Responsibilities

The SGA is responsible for collecting all money. Chartered clubs or organization members will help with service and line flow.

There must be an Advisor present from start to finish at each event (the Advisor of the club or organization that assists with an event may be called on to work the event too).

Each club's Advisor(s) and member(s) are required to learn every aspect of operating the concession stand, to include filling orders and set up and breakdown.

Schedule List

Create a schedule for each event. This will ensure you maintain accurate records of individuals who assist with each event.

Appendix

Forms:

Intent to Run

Pledge to Serve

SGA Conference Attendance Delegate Contract

Personal Vehicle Student Travel Authorization

Request for Travel

Requisition

Reimbursement for Travel

Cashier Deposit Slip

SGA Deposit Slip

Agenda

Monthly Meeting Sign-In Sheet

Executive Officer Monthly Meeting Report

Motion Form

Vendor Contacts

Cash Management Form

Inventory Purchasing Form

Volunteer Schedule Form

Halifax Community College
Student Government Association
Intent to Run Form

I, _____, do intend to run for the office of _____ of the Halifax Community College Student Government Association.

I pledge to undertake and execute, to the best of my abilities, the responsibilities of the said office in compliance with the HCC SGA Constitution.

I will respect my opponent(s) and campaign for the office with honesty and integrity.

Signature

Student ID Number

Qualification for office shall be as follows:

1. All student government officers must carry six (6) curriculum credit hours, have a GPA of 2.5 and be in “Good Standing” with the college at the time of announcing candidacy, as well as, for the remainder of the year.
2. The President shall additionally submit a Letter of Recommendation from a current faculty member.
3. First semester students are in “Good Standing” unless otherwise indicated.

(Article V, Section C, HCC SGA Constitution)

****Return Completed Form To: Room 323, SGA Advisor****

Student Government Association
Standards for Excellence

Pledge to Serve Contract

I, _____ pledge to:
Print Name

Adhere to the Student Government Association (SGA) Constitution.

Serve the SGA for the academic year.

Maintain a minimum 2.5 grade point average (GPA).

Represent SGA and HCC at all times in a professional and dignified manner.

Attend meetings as scheduled.

Participate regularly in SGA activities as they occur.

Present myself as professional in my attire at all times.

Use language that is respectful to all those that I encounter.

Model the highest standards of conduct at all times.

Signature of Pledge: _____

Date Pledged: _____

**Student Government Association
Conference Attendance Delegate Contract**

I, _____ agree to adhere to

all the below listed conditions, regarding my attendance at the SGA function designated below:

- I agree to perform all pre-conference, on-site, and post-conference delegation duties as assigned by my advisor, advisor designee, or institution to be necessary to my participation.
- I will attend the function with my delegation and utilize only the transportation and travel times approved by my advisor and the college.
- I will adhere to all school polices regarding travel, conduct, and disciplinary actions.
- I will attend and participate in all aspects of the conference/workshop required by my college.
- As a representative for my college and its interests, I understand that any actions I take at any meetings, conferences, or workshops can affect people’s opinion of the sponsoring institution and me.
- As a delegate, I will act responsible and mature. Intoxication, use of illegal substances, and abusive or inappropriate behavior may result in breaking of conference, hotel or institution rules and may be cause for from the conference and organization. If asked to leave, I agree to reimburse any expenses incurred for my participation in the conference.
- I will complete and submit a conference evaluation, expressing my views on the conference and offering suggestion for improvements.
- I agree to appear before the SGA and student body to explain my participation in the conference and to share the information I obtained.
- I certify that I am a student in good academic standing and I release my cumulative grade point average to the office of student activities for verification of academic standing.

Delegate Signature Date

Printed Name

Advisor Signature Date

Student Government Association
Personal Vehicle Student Travel Authorization
(Complete and return to SGA Advisor prior to travel)

Name of Student Driver: _____

Student ID #: _____

Local Address & Phone Number: _____

Emergency Contact Name: _____

Address & Phone Number: _____

The following item(s) are required:

Valid Driver's License (State & Number): _____

Personal Vehicle Insurance Card (Insurance Co & Policy #): _____

Current State Inspection for vehicle: _____

Model, Make, Year & Color of Vehicle: _____

License Plate Number (State & Number): _____

Event/Activity: _____

Departure date and time: _____

Destination arrival date and time: _____

Hotel/Motel: _____

Address: _____

Alternate address and phone number including cell phone number:

Return date and time: _____

Destination arrival date and time: _____

I have read, understand, and agree to abide by HCC's Code of Student Conduct while participating in any on or off campus activity. I understand that if I fail to adhere to the code of conduct, I will be subject to disciplinary action.

Student Signature

Date

Student Government Association Advisor

Date

Student Government Association

HALIFAX COMMUNITY COLLEGE
REQUISITION

<p style="text-align: center;">BUDGET INFORMATION</p> <p>Line Item Number: Get copy of budget codes from Advisor</p> <p>State _____ Local _____ Other _____</p> <p>Vendor Federal I. D. _____</p> <p>To: Vendor Address City, State, Zip</p>	<p>Date: <u> Date completed </u></p> <p>State Contract No. _____</p> <p>Requisition No. _____</p> <p>Ship To: Receiver's Name Address City, State, Zip</p>
--	---

Item No.	Qty.	Unit	Commodity Number	Description	Unit Price	Total Price
				Ice Cream Social (275 guests)		
1.	275			Cookies	1.00	275.00
2.	275			Cups of Ice Cream	2.00	550.00
3.	10			Packs of Plastic Spoons	1.00	10.00
4.	1			Pack of Napkins	3.00	3.00
5.	1			Paper plates	4.00	4.00
				Sub-total		842.00
				Tax		56.83
				Total		\$898.83

Order complete-Received by: _____ Date: _____

Department Signature: _____

Approved: _____

**Halifax Community College
Student Government Association
Cashier Deposit Form**

Name of Organization	
Received From	
For	
Date	
Amount	
Received By	

**Halifax Community College
Student Government Association
Cashier Deposit Form**

Name of Organization	
Received From	
For	
Date	
Amount	
Received By	

**Halifax Community College
Student Government Association
SGA Deposit Form**

Received From:	
Counted By/Amount/Date:	
Received From:	
Counted By/Amount/Date:	
Received From:	
Counted By/Amount/Date:	
Amount to Deposit:	\$

**Halifax Community College
Student Government Association
SGA Deposit Form**

Received From:	
Counted By/Amount/Date:	
Received From:	
Counted By/Amount/Date:	
Received From:	
Counted By/Amount/Date:	
Amount to Deposit:	\$

Student Government Association

Agenda

Date:

Location:

Time:

Call to Order:

Roll Call: President
 Vice-President
 Secretary
 Treasurer
 Public Information Officer
 Parliamentarian
 Advisor
 Co-Advisor

Approval of Minutes:

Officer Reports:

President:

Vice-President:

Secretary:

Treasurer:

Public Information Officer:

Parliamentarian:

Unfinished Business:

New Business:

Announcements:

Adjournment:

Note: Try to keep Agenda at one page. Submit Officer's reports electronically to the Secretary three (3) school days before the meeting. Pass around a Sign-In sheet during the meeting to account for everyone in attendance.

**Student Government Association
Executive Officer Monthly Report**

Officer's Name

Officer's Title

Date of Report

Since the last meeting I worked on:

- Completing requisitions
- Scheduling activities for the Fall Festival
- Assisting with the concession stand
- Maintaining SGA office hours.

That concludes my report.

Officer's Name

Officer's Title

Date of Report

Since the last meeting I completed the tasks assigned for the Blood Drive. I spent time recruiting people for blood donations. I also participated in the annual Campus Clean-up. I attended Spring Fling and Spring Ball committee meetings. I polled students regarding what they would like to see during Spirit Week and developed the themes for each day of the week based on the student's feedback.

That concludes my report.

**Student Government Association
Motion Form**

I, _____ move that

Signature (person making motion): _____

Signature (second): _____

Date: _____ In Favor: _____ Opposed: _____ Abstained: _____

**Student Government Association
Motion Form**

I, _____ move that

Signature (person making motion): _____

Signature (second): _____

Date: _____ In Favor: _____ Opposed: _____ Abstained: _____

**Halifax Community College
Student Government Association
Club/Organization Concession Agreement**

Dear Club/Organization Advisor,

In accordance with the Halifax Community College Student Government Association (SGA) Constitution, as a chartered club or organization, you are eligible to participate in The Centre SGA fundraising ventures. The primary SGA fundraising occurs through selling concessions at The Centre during various school and community events. All chartered club/organizations are expected to volunteer with the SGA to participate in at least one event per semester. Generally, this will require 1-2 club or organization members.

Working an event is determined by alphabetical order, using the first letter of the club or organization's name. Should there not be enough events in one semester for each club/organization to work those who did not work will receive priority to work the first events during the following semester.

Any club or organization who works in the concession stand will earn 25% of the net profits made for the event in which they participate.

Advisor Signature/Date

Club/Organization

SGA President Signature/Date

SGA Advisor Signature/Date