

# **The Constitution of the Student Government Association at Dalton State College**



## **Preamble**

In the interest of creating an environment conducive to students' pursuit of academic excellence, supportive of student involvement and achievement, and to maintain a dialogue between faculty, staff, and students, having assumed the power and duties of government delegated to us by the President of Dalton State College and the Board of Regents of the University System of Georgia, the Student Government Association of Dalton State College hereby enact this Constitution.

## **Article I. Name**

This organization shall be known as the Dalton State College Student Government Association, hereafter called the SGA.

## **Article II. Purpose and Function**

### **Section I. Purpose**

The primary purpose of the SGA shall be to represent the student body of Dalton State College in all college matters while creating legislation of pragmatic value to the student body. The SGA shall aim to empower students through education, issue recognition, and implementation of practical solutions to better the experience of current and future students.

## **Section II. Functions**

The SGA shall specifically have these major functions:

1. To accept and discuss matters of interest and concern presented to them from either the Student Body and/or by various student organizations on campus
2. To review and recommend allocations for the Student Life budget Request process
3. To charter, fund, and support student organizations at Dalton State College
4. To establish policy, as needed, relative to student life and the student body
5. To sit in/on and/or speak on behalf of the student body on various campus-wide committees  
– See Appendix I.

The President of Dalton State College shall have ultimate discretion in approving any decisions made by the SGA.

## **Article III. Composition**

### **Section I. Membership**

Membership in SGA shall be composed of students currently enrolled in Dalton State College.

### **Section II. Voting Members**

1. Executive Branch: The Executive Branch shall consist of the President, Executive Assistant, Vice President of the House, and Vice President of the Senate.
2. The Senate: The Senate shall consist of elected representatives from academic schools, the designated campus life functional areas, and first-year senators.
  - a. Academic Senators: Each academic school (excluding the School of Arts and Sciences, which will have two representatives)
  - b. Campus Life Senators: Include one elected representative for each of the following functional areas: Athletics, The Dean of Students Office, Enrollment Management, Health and Wellness, and Residential life.
  - c. First-Year Senators: Each fall, four incoming First-Year students will be elected to serve as At-Large members of the SGA.
3. The House: All Registered Student Organization (RSO) Presidents or their designee will attend monthly RSO roundtables to discuss RSO business and allocate funding.
4. Faculty Representatives: There will be one faculty representative elected to serve a two-year term on the SGA.
5. Staff Representatives: There will be one staff representative elected to serve a two-year term on the SGA.

### **Section III. Advisor**

The Associate Director of Student Life or their designee shall serve as the SGA Advisor.

## **Article IV. Executive Branch of SGA**

### **Section I.**

The Executive Branch shall be composed of the President, Executive Assistant, Vice President of the Senate, and Vice President of the House of Representatives.

### **Section II.**

When the SGA is not in session as limited in the by-laws, the Executive Branch shall act on behalf of the SGA.

### **Section III. The President shall:**

1. Serve for at least one year and attend all SGA meetings
2. Serve as a liaison between students and campus administration
3. Schedule all SGA meetings
4. Oversee and maintain order at monthly SGA meetings
5. Attend all Academic Council, Strategic Planning, Budget Committee, and Student Fee meetings as a student representative or appoint an appropriate designee
6. Appoint student committee members
7. Appoint and advise ad hoc committee members and chairs
8. Appoint Parliamentarian and Budget and Fee Chairman
9. Serve on the USG Student Advisory Council for the Board of Regents, attend USG SAC meetings, and fulfill all USG SAC representative duties
10. Attend Board of Regents meetings as available
11. Cast a vote only in cases of a tie
12. Represent students at dedications, receptions, and other college events
13. Advocate on behalf of the students

### **Section IV. The Executive Assistant shall:**

1. Serve for at least one year and attend all SGA meetings
2. Assist in preparing all agendas for SGA meetings
3. Schedule visitors into the agenda
4. Contact SGA members when meeting dates, times, and locations change
5. Contact delinquent members to warn them of their absences
6. Attend all Academic Council and Budget Committee meetings as a student representative
7. Represent students at dedications, receptions, and other college events
8. Advocate on behalf of students
9. Manage the creation, scheduling, and delivery of social media content

### **Section V. The Vice President of the Senate shall:**

1. Serve for at least one year
2. Attend all SGA Monthly Meetings and assigned campus committees
3. In the absence of the President, oversee and maintain order at monthly SGA meetings
4. Serve as a liaison between the SGA Executive Board and SGA Senate

5. Assist with the oversight of the Academic, Campus Life Senators and First-Year Senators
6. Represent students at dedications, receptions, and other college events
7. Advocate on behalf of students

**Section VI. The Vice President of the House Representatives shall:**

8. Serve for at least one year
9. Attend all SGA Monthly Meetings and RSO Roundtables
10. Serve as a liaison between the SGA Executive Board and SGA House
11. Contact SGA Cabinet when meeting dates, times, and locations change regarding the RSO Roundtables
12. Be responsible for appointing someone to record minutes for each RSO Roundtable
13. Maintain meeting attendance of all RSOs to ensure active members and budget requirements are met.
14. Represent students at dedications, receptions, and other college events
15. Advocate on behalf of student clubs and organizations

**Section VII. Conditions of Office**

1. The Executive Branch must be in good academic and conduct standing
2. The Executive Branch must have earned a minimum of 24 credit hours (completed by the end of the Spring term) at Dalton State College
3. The Executive Branch must be enrolled at Dalton State College during their semester in office and the semester prior to taking office
4. The Executive Branch must maintain a 2.75 cumulative GPA
5. The Executive Branch must attend all SGA meetings and Cabinet meetings
6. The Executive Branch must be enrolled in a minimum of six credit hours while in office
7. Each Executive Branch position shall be granted two votes during all SGA voting situations, excluding the President in all instances except in the event of a tie.
8. All executive board members must complete three office hours each week.
9. All executive board members will schedule weekly follow-up meetings with the SGA advisor.
10. All executive board members must attend the summer retreat and fall training.

Students running for executive officer positions must have at least one year of SGA experience prior to assuming office

## **Article V. Elected Senators & House Representatives**

### **Section I.**

The Senate is comprised of representatives appointed to serve academic schools, campus life functional areas, and first-year senators. Each academic school (except for the School of Arts and Sciences which shall have two representatives) will have one elected representative. Campus Life Senators represent the following offices: Athletics, Dean of Students, Enrollment Management, Health and Wellness and Residential life. First-Year Senators will have four elected representatives

## **Section II. The Senators of the SGA shall:**

1. Represent Dalton State College
2. Provide a voice for the student body in the academic and institutional affairs of the College
3. Propose legislation on behalf of the student body
4. Participate in the Student Activity Fee Allocation Approval Process
5. Serve on at least one SGA (Appendix II), institutional (Appendix I), or ad hoc committee
6. Be expected to serve for one academic year
7. Attend all SGA meetings and Cabinet meetings
8. Have monthly follow-up meetings with the Dean, Director, or their Designee for their respective area
9. Interact with and be the voice of the elected Senators' constituents

## **Section III. Conditions of Office**

1. Senators must be in good academic and conduct standing at Dalton State College
2. Academic and Campus Life Senators must have earned a minimum of 24 credit hours (completed by the end of the Spring term) at Dalton State College and be enrolled at Dalton State during their semesters in office and the semester prior to taking office
3. First-Year Senators must be an incoming first year student
4. Senators must maintain a 2.5 cumulative GPA
5. Senators must maintain a minimum of six credit hours while in office.
6. Senators representing a school must have a declared major within that school for their entire term
  - a. The Senators representing the School of Arts and Sciences must each represent a different portion of the school.
    - i. The Arts representative must have a declared major within these departments
      1. Communication, Performing Arts, and Foreign Languages
      2. Social Sciences and History
      3. English
    - ii. The Sciences representative must have a declared major within these departments
      1. Life Science
      2. Physical Science
      3. Math and Technology
7. Senators representing Campus Life functional areas must have held a leadership position (paid or volunteer) at some point during their tenure as a student within that area. Additionally, candidates running for Senators, under these respective offices, must have the support of the Director or Dean prior to running for office
8. Senators representing Residential Life must live in Residential Life housing for their entire term
9. Senators must attend the summer retreat and fall training.

10. Each Senator shall be granted one vote during all SGA voting situations

**Section II. The House of Representatives shall:**

1. Represent Dalton State College Registered Student Organizations (RSOs)
2. Attend all RSO Roundtables prior to the Monthly SGA meeting to go over budgets for RSOs.
3. Provide a voice for the students involved in approved campus RSOs.
4. Serve & vote on RSO budget requests and matters specifically related to RSOs.
5. Each RSO must select one representative to attend the RSO Roundtable with one vote per representative.

**Article VI. Nominations & Elections of the Executive Branch and Senators**

**Section I. Elected Positions**

The SGA President, Executive Assistant V.P. of the Senate and V.P. of the House, the Faculty Representative, the Staff Representative, and all Senators will be elected by the student body.

**Section II. Elections and Officer Transition**

1. The elected SGA positions shall be chosen by the direct vote of the student body.
2. The Election Timeline and Process will be facilitated by a specially appointed Election Committee – Committee members cannot be running in the election.
3. Students interested in serving in an elected position must submit their Declaration of Candidacy based on the timeline published by the SGA Elections Committee. The candidate receiving a plurality of votes for each elected SGA position will win the election.
4. The outgoing officers will transition the incoming officers at the last scheduled Induction Ceremony or the last SGA meeting of the spring semester.

**Article VII. Term of Office**

**Section I. Term of Office**

1. Executive Branch officers and the SGA Senators shall take office and assume all duties of their position immediately after swearing in, and they shall serve for one year or until their successors are sworn into office.
2. RSO presidents will be determined by the individual RSOs. However, each RSO must appoint an SGA representative to attend all RSO Roundtable meetings.
3. The faculty Representative shall serve a two-year term.  
The Staff Representative shall serve a two-year term.

**Article VIII. Vacancies of the Executive Branch and Senators**

## **Section I. Vacancies**

1. In the event of a President's inability to serve, through removal from office, death, resignation, graduation, withdrawal, or lack of qualifications, the Vice President of the Senate shall assume the role of President for the remainder of the elected term.
2. To fill the vacated role of the Executive Assistant, and/or V.P. of the Senate and V.P. of the House of Representatives, either due to inability to serve, through removal from office, death, resignation, graduation, withdrawal, or lack of qualifications, or filling the position of President, a special election shall be held at the SGA meeting to elect a current voting member of the SGA to fulfill this position. This person must receive a majority (50%+1) of the present membership's vote to be elected into office. If no nominations are received or a majority vote is not cast, the President shall have the authority to make needed appointments.
3. To fill the vacated role of a Senator, either due to inability to serve, through removal from office, death, resignation, graduation, withdrawal, or lack of qualifications, the corresponding dean or director will have the discretion to appoint a student to serve as Senator. If the vacated Senator seat is an at large seat, the SGA President shall have the authority to appoint a student to serve as Senator. A special election shall then be held in the next SGA meeting to elect an appointed Senator to fulfill this position. This person must receive a majority (50%+1) of the present membership's vote to be elected.
  - a. To ensure proper transition, the SGA Executive Board, Parliamentarian and Budget and Fee Chairman will prepare a rudimentary training within two weeks of the position being fulfilled.
4. If there is a vacancy in the position of President, The Executive Assistant, or V.P of the Senate/House at the close of the spring elections, the SGA shall choose, by a majority (50%+1) vote, temporary replacements for the vacant positions until a special campus-wide election is held to select permanent officers.

## **Article IX. Removal from Office**

### **Section I. Resignation**

1. Any SGA officer or Executive Board member may resign from his/her position with a written or verbal statement issued to the SGA President and/or the SGA Advisor, if for any reason one cannot fulfill the duties stated within this Constitution. This written or verbal resignation must be reflected in the official SGA minutes.

### **Section II. Impeachment**

1. An officer may be considered for impeachment if the person is alleged to have violated their oath of office.
2. A majority (50%+1) vote of the SGA Cabinet shall be required to initiate the impeachment process.
3. Minimum due process shall be afforded to the accused.



- a. The accused shall have one week from the initiation of the impeachment process to provide a written testimony in his/her defense.
  - b. The SGA Cabinet will have one week from the initiation of the impeachment process to investigate any claims brought forth.
    - i. If the investigation finds other impeachable offenses, those offenses can also be used against the accused.
  - c. The President of the SGA, after receiving all forms of testimony, will have the full authority to continue the impeachment process.
    - i. If the President of the SGA is the officer being impeached, authority to continue the impeachment process will be awarded to the . Vice President of the Senate.
4. Failure to appear at the time of the meeting shall result in the waiving of rights. Exceptions to this clause may be made by the Advisor and/or the Dean of Students.
  5. A two-thirds majority of quorum voting in favor of removal (excluding the accused member) shall be required to remove the accused person. Said person shall have no vote.
    - a. The President of the SGA will present all the details, findings, and testimonies received during the impeachment process in front of the SGA.
    - b. The accused will have the opportunity to speak in Cabinet but will not have the opportunity to speak in front of the SGA at the time of the meeting.
  6. The option of resignation shall be afforded to the accused up to the time of the trial. In the case of resignation, no trial shall be held, and the impeachment process shall be terminated.
  7. Officers impeached or who have resigned as a result of impeachment will be ineligible to run for office again.

## **Article X. Registered Student Organizations**

Registered Student Organizations, also called RSOs, shall be defined as a group of at least ten Dalton State College students united by a common purpose as defined by the organization's constitution. An RSO is formed to contribute to those students' educational growth, recreation, and/or personal development. Most importantly, a Registered Student Organization is registered with Student Life. RSOs can be academic, social, or honorary in nature, and they are inclusive of sororities and fraternities.

### **Section I. Application & Approval**

A yearly up-to-date constitution and membership roster shall be required for all RSOs. This application shall be completed as specified in the Dalton State College RSO Handbook and returned to Student Life for the organization to be initiated and considered "registered." A newly formed RSO becomes official after approval is granted by the SGA.

1. RSOs *WILL NOT* be able to have "Dalton State" at the beginning of their organization's name. (e.g., "Dalton State Student Government Association")



- a. An RSO *WILL* be able to use the naming convention, "at Dalton, at Dalton State, of Dalton, of Dalton State, etc." at the end of their organization's name. (e.g., "Student Government Association at Dalton State")

## **Section II. Constitutions**

Constitutions must contain provisions for membership, advisership, election/selection of officers, quorum, an amendment procedure for the constitution, the Dalton State nondiscrimination statement, and the purpose of the organization (which shall not duplicate the purpose of any other current organizations). This constitution must be submitted to Student Life prior to receiving official RSO status.

## **Section III. Conditions of Membership**

1. RSO members must be currently enrolled students.
2. RSO members must be in good academic and conduct standing.
3. RSO members must have a minimum of a 2.0 cumulative GPA.
  - a. Only exception shall be first-term freshmen who shall be considered probationary members for one term until their GPA has been established.
4. RSO officers must have a minimum of a 2.25 cumulative GPA.
5. Faculty and staff cannot serve as members or officers of an RSO.
6. If an RSO is found in violation of the GPA requirements, the RSO will automatically be deducted one "attendance" from the required RSO Roundtables. If the RSO is found in violation multiple times, additional sanctions against the RSO will occur (e.g. probation or suspension).
7. If a student is an officer of more than one organization:
  - a. She/he can only be counted present during the SGA meetings for one organization.
  - b. The organization in which she/he is not representing during SGA meetings must have another designee from that organization in order to be counted as present.

## **Section IV. Advisor**

A full-time faculty/staff advisor is required for all RSOs. The advisor will be responsible for checking students' eligibility and will guide the RSO's activities. The advisor will not have the power to vote or be counted present as a representative of an RSO at the SGA meeting. Faculty and staff are limited to advising two RSOs at a time.

## **Section V. Attendance & Funding**

RSOs are representatives who must attend the RSO Roundtable meetings throughout the academic year. Each RSO receives one vote. RSOs who do not attend SGA Meetings will be ineligible for funding through the Student Activity Fee (including Annual Student Life Budgets or the Request for Funding process). RSOs become eligible for funding on a tier-based system:

1. RSOs who attend at least 50% of the fall and 50% of the spring RSO Roundtable Meetings will be eligible to request an annual Student Life Budget of up to \$250 and request up to \$1500 in the SGA Request for Funding (RFF) process.
2. RSOs who attend at least 75% of scheduled SGA meetings for the academic year will be eligible to request an annual Student Life Budget of up to \$500 and request up to \$1500 in the SGA RFF process.

RSOs must host and document campus activities and meetings to be eligible for funding. Further guidance on tiered-based funding eligibility can be found in the RSO Handbook. Should an RSO be ineligible to request a Student Life Budget in the spring, they can become eligible for the RFF process by hosting campus activities or meetings and moving up through the tier-based incentive process.

## **Article XI. Information about Meetings**

### **Section I. Meetings**

The SGA shall meet no fewer than four times per semester. The only exception shall be during the summer term when the SGA shall only meet if a special meeting is called.

### **Section II. Special Meetings**

1. Special meetings may be called by the President, Executive Assistant, and/or the V.P. of the Senate/House of Representatives by previous written notice by campus mail and/or email stating the time, place, and purpose of the meeting.
2. The chair of the special meeting shall be the member who called the meeting. If a special meeting is called by the Executive Board, the chair shall be selected amongst the Executive Board internally by majority vote.

### **Section III. Email Voting**

If an order of business is deemed an emergency by the President, Executive Assistant, and/or V.P. of the Senate/House of Representatives and a special meeting is not possible; an email vote may take place in the absence of a meeting. The following policy shall be followed:

1. A copy of said legislation shall be sent to all voting members, who shall return said legislation to the Executive Assistant with a vote of yea or nay. After 72 hours, voting shall be closed, and votes shall be tallied.
2. A quorum is required for votes to be official. Any elected official who does not cast a vote in the allocated time frame (for electronic ballots) will be processed as voting in abstention to ensure that the quorum is met.

## **Section IV. Quorum**

Quorum is defined as 50%+1 of the SGA voting members. A Quorum is necessary to conduct a meeting of the SGA. Non-voting members shall not count toward the quorum.

## **Article XII. Parliamentary Procedure**

Parliamentary procedure as guided by *Robert's Rule of Order Newly Revised* shall govern all meetings except when inconsistent with the Constitution. Non-voting members shall not be permitted to make motions.

1. In relation to parliamentary procedure, the Parliamentarian will follow Robert's Rule of Order Newly Revised at each SGA cabinet and SGA meeting. The Parliamentarian will review rudimentary guidelines at the beginning of each meeting to ensure proper procedure is followed. The Parliamentarian will be appointed annually by the President of SGA.

## **Article XIII. Committees**

### **Section I. Standing Committees**

The SGA Senate shall maintain two standing committees in the following manner:

1. RSO Budget & Fee Committee: The purpose of this committee is to oversee and manage the allocation of Student Activity Fees.
  - a. Both branches of the Student Government Association will be responsible for the facilitation of their respective Request for Funding Process. The Vice President of each branch or their designee will oversee the process to ensure all funding-related requests follow the SGA Funding Policies.
2. Traffic & Appeals Committee: The purpose of the Traffic & Appeals Committee is to receive, consider, and make decisions relative to appeals of traffic violations.
  - a. The committee shall consist of five students, including the chair appointed annually by the President of the SGA. All members are appointed annually and may serve successive terms.

### **Section II. Appointments**

Administration may request student representation on campus committees from time-to-time. The President of the SGA and/or Advisor may appoint students to serve on these committees on an as-needed basis.

### **Section III. Ad-hoc Committees**

The President of the SGA may create or dissolve ad-hoc committees during his/her term in office. The appointed chair of an ad-hoc committee shall come from the SGA and be appointed by the President of the SGA.

## **Article XIV. Finances**

### **Section I. Student Activities Fee**

All finances shall be handled in accordance with the established fiscal procedures in effect for Dalton State College and the Board of Regents of the University System of Georgia. RSOs must comply with policies and procedures outlined in the RSO Handbook.

### **Section II. Unused Funds**

In the event of a loss of recognition or unused allocated funds, any funds remaining in the organization's account will revert to the SGA. At the close of the spring semester, all remaining SGA and RSO funding will feed into the surplus.

## **Article XV. Amendments**

### **Section I. Proposal**

Amendments to this Constitution may be proposed by the officers, voting members, and non-voting members of this organization.

1. Amendments proposed by officers or voting members:
  - a. Proposed Amendments to the Constitution must be submitted to the SGA President no later than a week prior to a regularly scheduled SGA meeting. The proposed Amendments will be made available to the entire student body the Monday before the SGA meeting.
  - b. Proposed Amendments must follow the SGA Dalton State College Bill Template Format, which includes a title, the text of the proposal, and a rationale for the proposal.
2. Amendments proposed by non-voting members:
  - a. Proposed Amendments to the Constitution must be submitted to the SGA President no later than a week prior to a regularly scheduled SGA meeting. The proposed Amendments will be made available to the entire student body the Monday before the SGA meeting.
  - b. Proposed Amendments must follow the SGA Dalton State College Bill Template Format, which includes a title, the text of the proposal, and a rationale for the proposal.
3. Quorum must be met; a majority of votes must be necessary for the amendments to pass.

### **Section II. Vote**

Any proposed amendment to the Constitution receiving a two-thirds majority of the vote cast shall be declared ratified.

# The SGA of Dalton State College Funding Policies

(Revised August 2022)

## Preamble

Requests for funding submissions must be submitted at least one week prior to the next scheduled SGA meeting. Requests for funding are not usually funded at 100%. Someone knowledgeable about the proposal must be present to present the proposal to SGA. Failure to present will result in an automatic denial of the request. Appendix III provides a chart of allowable expenses based on the SGA Funding Policies for Organizations, Individuals, or Academic "Student" Requests.

## Amendment I. Funding Policies

### Section I: Organizational Funding

1. The maximum amount a Registered Student Organization can receive for the academic year via the Budget Request is \$500. If funds are appropriately depleted and if additional funds are available, organizations may submit a Request for Funding to the RSO Roundtable.
  - a. The maximum an RSO can receive in Request for Funding is \$1,500 for the academic year.
  - b. RSOs can become eligible for funding by participating in the tier-based recognition process outlined in Article XIII Section I of the SGA Constitution and further detailed in Section 4 of the RSO Handbook.
  - c. Organizations must be registered and recognized by Dalton State College and Student Life as an *active* organization.
2. Travel Related Expenses:
  - a. If an organization is receiving travel funds, the student(s) receiving the funding must meet with Student Life prior to traveling and provide all needed documentation (including hotel confirmation, airline travel, registration costs, W-9's, and other types of expenditures) at least one month prior to the trip.
  - b. If an organization is receiving travel funds, the student(s) receiving the funding must be currently matriculating with at least six credit hours and have successfully matriculated the previous semester (excluding summer semester) with at least three credit hours and have a cumulative GPA of at least a 2.0.
  - c. If an organization is receiving travel funds, the organization must present at the next SGA meeting immediately following their trip/conference on their learning experience and how the organization plans to use this newly gained knowledge and/or experience. Failure to follow through with this commitment will require full repayment of funds to the SGA.
  - d. If an organization is receiving travel funds, the student(s) receiving the funding must be in good academic and conduct standing.

- e. If travel is club sport or academic related, the organization must have requested funds from campus recreation or academic affairs before submitting a RFF to SGA.
3. If a Student Activity Fee funded department is requesting an annual budget of more than \$500, they must present their requested budget to the SGA Senate. The presentation should mirror the style of a request for funding (RFF) and include the following: All forecasted activities, their costs, and estimated impact on the student body.
  4. Organizational and RSO budgets can be spent on apparel, if deemed as a mandatory uniform and/or essential to a program/event/mission/etc., that includes the organization name and the DSC logo. All designs must be preapproved by Student Life. Request for Funding cannot pay for any apparel items.

## **Section II. Individual (Non-RSO Related) Requests**

1. If a student is attending a conference and is not presenting, the maximum award amount is \$500. If a student is attending a conference and is presenting, the maximum award amount is \$1000.
2. If funding is approved, the individual receiving funding must sit down with Student Life prior to the travel and provide all needed documentation (including hotel confirmation, airline travel, registration costs, W-9's, and other types of expenditures) at least one month prior to the trip.
3. If a student is receiving travel funds, the student receiving the funding must be currently matriculating with at least six credit hours and have successfully matriculated the previous semester (excluding summer semester) with at least three credit hours and have a cumulative GPA of at least 2.0.
4. If a student is receiving travel funds, the student must present at the next SGA meeting immediately following their trip/conference on their learning experience and how s/he plans to use this newly gained knowledge and/or experience. Failure to follow through with this commitment will require full repayment of funds to the SGA.
  - a. Failure to comply will result in a hold on their account. If the funds are requested on behalf of a group, the President or representative who requested the funds will be held accountable.
5. Request for Funding for any event and/or travel that has already taken place will not be eligible for reimbursement unless prior approval was obtained.
6. If a student is receiving travel funds, the student receiving the funding must be in good academic and conduct standing.

## **Section III. Academic Related/Faculty Requests for Students**

1. Academic related funding should be requested through the Office of the Provost Vice President of Academic Affairs.
2. SGA will only fund co-curricular types of trips that are purposely academic related (e.g., academic field trips, etc.).
3. If funding is approved, the individual receiving funding must sit down with Student Life prior to the travel and provide all needed documentation (including hotel confirmation, airline travel, registration costs, W-9's, and other types of expenditures) at least one month prior to the trip.

4. Under no circumstances will SGA pay for faculty travel unless that faculty member is essential to the student trip.
5. Request for Funding for any event and/or travel that has already taken place will not be eligible for reimbursement unless prior approval was obtained.
6. Funding for academic purposes must explain how this funding will directly benefit Dalton State College students.
7. SGA will not reimburse any expenses already paid for by Academic Affairs or an Academic Department.

*If needed, the Dean of Students, Student Life, and/or the SGA President may make allowances for exceptional circumstances.*



## Appendix 1. Institutional Committees

<b>Institutional Committees</b>	
Committees	Representatives
<p><b>Academic Programs Committee</b>   The committee shall review and formulate academic regulations including entrance requirements, advisement, and degree requirements. The committee shall be responsible for the approval and review of all academic programs, course offerings, appropriate hours of credit, catalog descriptions of courses, and where appropriate, inclusion of program elements that support diversity and equity at the College.</p> <p>Email: <a href="mailto:adademicaffairs@daltonstate.edu">adademicaffairs@daltonstate.edu</a></p>	<p><b>SGA:</b> Two SGA Elected Representatives who are available to attend the scheduled meeting times.</p> <p><b>Faculty Senate:</b> President, President-Elect, Secretary, Parliamentarian, Webmaster, &amp; Senator</p> <p><b>Administrators:</b> Provost/VPAA &amp; VPSA</p> <p><b>Faculty:</b> Academic Deans &amp; Departmental Faculty Representatives</p> <p><b>Staff:</b> Registrar &amp; Academic Advisor</p>
<p><b>Administrative Cabinet</b>   Dalton State's Cabinet is an advisory board comprised of the institution's top executive officers and their appointees.</p> <p>President*  Provost &amp; Vice President for Academic Affairs*  Vice President for Enrollment Management &amp; Student Affairs*  Vice President for Fiscal Affairs*  Faculty Senate President or their designee  Staff Council President or their designee  SGA President or their designee</p> <p><i>*Has the power to appoint four additional cabinet representatives.</i></p>	<p>The SGA President or their designee should attend the scheduled meeting times.</p>
<p><b>Strategic Planning</b>   This committee is responsible for reviewing, tracking, and evaluating the progress of Dalton State's strategic plan.</p> <p>Website: <a href="https://www.daltonstate.edu/about/institutional-welcome.cms">https://www.daltonstate.edu/about/institutional-welcome.cms</a></p>	<p>May be any elected SGA representative who is available to attend the scheduled meeting times.</p>
<p><b>Faculty Resource Committee</b>   The purpose of the Faculty Resource Committee is to oversee and monitor matters relevant to the maintenance of an effective library program as well as faculty and</p>	<p>SGA: Three SGA representatives who are available to attend the scheduled meetings.</p>

<p>student use of technology as it relates to both the classroom and professional activities. This committee will house three permanent advisory subcommittees: The Library Advisory Subcommittee, the OCIS Advisory Subcommittee, and the Instructional Technology Advisory Subcommittee. Each subcommittee will be chaired by the Director of that respective area (or their appointed designee).</p>	<p>Faculty Senate: Two Senators  Faculty: Arts &amp; Sciences (LA/STM); Business; Education; Health Professions  Staff: Director of the Library; Director of OCIS; and Instructional Technology Staff</p>
<p><b>Faculty Senate</b>   The Faculty Senate of Dalton State College is a deliberative and representative body that pursues the integrity and fairness of the voice of the faculty in academic and professional policies as the mechanism for shared governance at the College.   Website: <a href="https://www.daltonstate.edu/about/faculty-senate-resources.cms">https://www.daltonstate.edu/about/faculty-senate-resources.cms</a></p>	<p>May be any elected SGA representative who is available to attend the scheduled meeting times.</p>
<p><b>Staff Council</b>   The Dalton State College Staff Council serves to foster a spirit of unity, cooperation and loyalty among all Dalton State employees while advancing the mission of the College as a whole.   Website: <a href="https://www.daltonstate.edu/about/staff-council.cms">https://www.daltonstate.edu/about/staff-council.cms</a>  Email: <a href="mailto:staffcouncil@daltonstate.edu">staffcouncil@daltonstate.edu</a></p>	<p>May be any elected SGA representative who is available to attend the scheduled meetings.</p>
<p><b>Student Fee Committee</b>   All Student Activity fees collected by an institution shall be budgeted and administered by the President, using proper administrative procedures, which shall include the advice and counsel of a Student Fee Committee to evaluate all mandatory fees assessed to students. (See Student Activity Fee Policy on the <a href="#">Forms and Resources Page</a>).</p>	<ul style="list-style-type: none"> <li>• Administration designated by the DS President</li> <li>• Part time and online students are required to be represented.</li> <li>• SGA shall nominate at least 50% of Elected Representatives</li> <li>• Administration may nominate up to 25% of student representatives</li> </ul>
<p><b>Quality Enhancement Plan (QEP) PACE Team</b>   The PACE Team is the implementation committee for Dalton State's 2022-2028. The four primary pillars of the QEP are Perspectives, Advising, Campus Resources, and Engagement. Meetings will be held on the second Friday of each month at 10:00am. The elected cabinet member's term of service is one academic year.</p>	<p>May be any elected SGA representative who is available to attend the scheduled meeting times.</p>
<p><b>Ad Hoc or Special Committees</b>   Ad hoc or special committees are temporary in nature and are established to carry out a specific issue or task. As ad hoc or special committees are needed, the SGA President will be responsible for identifying an SGA Senator to serve.</p>	<p>May be any elected SGA representative who is available to attend the scheduled meeting times.</p>

## Appendix II. SGA Committees

<b>SGA Committees</b>	
Committees	Representatives
<p><b>Traffic Appeals Committee</b>   The purpose of the Traffic &amp; Appeals Committee is to receive, consider, and make decisions relative to appeals of traffic violations.</p>	<p>The committee shall consist of five students, including the chair appointed annually by the President of the SGA. All members are appointed annually and may serve successive terms.</p>
<p><b>Budget &amp; Fees Committee</b>   The purpose of the representative is to oversee and manage the RSO Student Life Budget Request and Request for Funding (RFF) process.</p> <ul style="list-style-type: none"> <li>a. The representative will review initial submissions, schedule presentations for Senate, and notify RSOs and student life of the decisions.</li> <li>b. The RSO Budget and Fee Committee shall oversee the coordination of this committee. The Budget and Fee Chairman will be appointed annually by the President of the SGA.               <ul style="list-style-type: none"> <li>i. All RSOs that request a budget through SGA must be used in accordance with the SGA Funding Policies.</li> <li>ii. All RFF will be submitted to the SGA Budget &amp; Fee Committee for further review, considerations, and decision recommendations to the Senate.</li> </ul> </li> </ul>	<p>SGA elected cabinet members.</p>

### Appendix III. Funding Policy Table

<b>SGA Funding Policies for Organizations, Individuals, or Academic "Student" Requests</b>	
SGA DOES FUND	SGA DOES NOT FUND
Registration fees, plane tickets, shuttle services, and lodging (4 to a room)	Gas or Mileage
Food/drinks for RSO new member recruiting events (one/semester), mandatory trainings, required induction ceremonies/banquets, and/or events open to the entire student body (excluding regular meetings).  **USG Policies related to food must be followed	Food as part of travel unless it is included in the conference registration or part of a required honorary banquet  OR  Food as part of a regular RSO meeting
Advertisements (printing fees), promotions, and/or other materials for campus-wide events (e.g., Involvement Fair, Fall Family Festival, etc.)	Any campaigning for political parties or candidates, RSO positions, and/or homecoming court representatives
Contractual Agreements for Speakers/Programs	Fundraisers
	Anything an organization can keep (Once/if
	Individual honor cords, plaques, certificates, etc. (w/ the exception of the Annual Student Leadership Awards Banquet)
	Gifts of any kind
	Travel Expenses for Speakers/Programs (must be an all- inclusive price)
	Faculty Expenses (unless essential to the program/event)