



# STUDENT ORGANIZATION RECOGNITION

## 2018-2019 Packet

**Instructions:** Please review the Student Government Association (SGA) Constitution and the Student Club and Organization Handbook before submitting this form. You can find these documents at [http://www.gbcnv.edu/student\\_life/sga.html](http://www.gbcnv.edu/student_life/sga.html).

Following review of all documents, please drop this form off at the Student Government Association office: 1500 College Pkwy. LCSL 120, Elko, Nevada 89801. This form can be emailed to [sga@gbcnv.edu](mailto:sga@gbcnv.edu). Once your application has been reviewed by the appropriate committees, a SGA representative will contact you. The application will then be voted on in front of the SGA Senate for final approval.

If you would like to contact the Student Government Association, you can do so by phone at (775) 753-2256 or by email at [sga@gbcnv.edu](mailto:sga@gbcnv.edu).

Date		Recognition Type <input type="checkbox"/> New <input type="checkbox"/> Renewal	
Formal Name of Organization			
<b>President</b>			
First Name	Last Name		Mi
Email		Telephone	
<b>Vice President</b>			
First Name	Last Name		Mi
Email		Telephone	
<b>Secretary</b>			
First Name	Last Name		Mi
Email		Telephone	
<b>Treasurer</b>			
First Name	Last Name		Mi
Email		Telephone	

## Student Organization Recognition 2018-2019 Packet

Primary Advisor (required)		
First Name	Last Name	Mi
Email		Telephone
Secondary Advisor (optional)		
First Name	Last Name	Mi
Email		Telephone
Organization Rationale		
Please detail how your organization will benefit the entire GBC student population:		
Agreement		
I have read and understood the SGA Constitution and the SGA Student Club and Organization Handbook in its entirety; moreover, I have given special attention to the section underlying an organization's formal purpose and its structure.		
<b>President's Signature</b>	<b>Date</b>	
<b>Secretary's Signature</b>	<b>Date</b>	
<b>Advisor's Signature</b>	<b>Date</b>	

### For Student Government Association Use Only

 Approved

 Declined

Date: \_\_\_\_\_

 \_\_\_\_\_  
 SGA Vice President Signature

 \_\_\_\_\_  
 SGA President Signature

 \_\_\_\_\_  
 SGA Advisor Signature



## GBC Student Club/Organization Advisor's Agreement

Thank you for taking the time to contribute to the co-curricular lives of the students at Great Basin College by agreeing to serve as an advisor to a student organization on campus. We hope that your experience will be enjoyable and worthwhile. The Student Government Association encourages you to sign this Advisor's Agreement, which states the expectations that the Student Government Association and your particular student organization has of you as their advisor. By establishing basic expectations at the beginning of this advising relationship, a positive working rapport can easily be built between the club and its advisor. The Student Government Association wishes you a successful year and one that is fulfilling and rewarding.

I, \_\_\_\_\_, as Advisor to the \_\_\_\_\_  
of Great Basin College agree to:

1. Meet regularly with the student organization's executive board to discuss goals, needs and events.
2. Act as fiscal advisor if the organization receives Student Government Association funding or raises money through fundraisers. The advisor must ensure that the organization spends its funds within established SGA, institutional and system-wide guidelines and are utilized for the projects listed within the organizational budget.
3. Ensure that the organization files recognition/registration paperwork annually and updates changes in organizational leadership and organization membership when necessary.
4. Attend meetings and activities in accordance with the policies and procedures of the organization.
5. Act as a resource, directing members to appropriate college offices for assistance.
6. Ensure that the organization's actions conform to the College's policies and procedures.

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Advisor Signature

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Date

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Advisor Signature

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Date

## Document Checklist

Prior to turning in your completed Student Organization Recognition Packet, please make sure you have included the following items:

Student Organization Recognition Form

Complete Member Roster

Organization Constitution/Bylaws

Meeting Times and Place

Attend SGA Club Training (Club Executive Office Holders and Advisors)

If the above documents and training are not completed and turned in, it may take longer for your club to be recognized.

# **GBC Club Bylaw Guidelines**

**ARTICLE 1 Section 1:** This is where you place the name of your club.

**ARTICLE 1 Section 2:** This is where you state the purpose for which you are forming the club.

**ARTICLE 2 Section 1:** Who can be a member of your club?

**ARTICLE 2 Section 2:** When should members attend the meetings?

**ARTICLE 3 Section 1:** What is the office position?

**Section 1 Part A:** What are the duties of that position?

**ARTICLE 4 Section 1:** When shall potential officers be nominated? When shall elections take place?

**ARTICLE 4 Section 2:** How shall they be elected (ballot, roll call vote etc.)?

**ARTICLE 4 Section 3:** How long shall they hold office?

**ARTICLE 4 Section 4:** This is the statement that no member can hold more than one office within this club during the same time.

**ARTICLE 5 Section 1:** How often will you have meetings (monthly, weekly, etc.)?

**ARTICLE 5 Section 2:** If the officers meet separate when will the officers meetings be?

**ARTICLE 5 Section 3:** Who can call special meetings? How can special meetings be called? How many days notice shall be given to the members?

**ARTICLE 5 Section 4:** How many people shall constitute a quorum? Do the officers count toward the quorum?

**ARTICLE 6 Section 1:** Who are the members of the Executive Board?

**ARTICLE 6 Section 2:** What are the duties of the Executive Board?

**ARTICLE 6 Section 3:** When shall they meet?

The purpose of article 7 is to state the name and duties of standing committees, committees that function on a yearly basis.

**ARTICLE 7 Section 1:** Name of committee.

**Section 1 Part A:** Duties of the committee.

**ARTICLE 8:** Statement that your club will follow parliamentary procedure (place club name in blank).

Note: Not all of the above may apply to your club. Feel free to change the format of this document to fit your clubs needs. If you have any questions about the meanings or purpose of any part of this document please call SGA at 753-2256 or email us at [sga@gbcnv.edu](mailto:sga@gbcnv.edu).

**GREAT BASIN CLUB  
BYLAWS FORM**

**ARTICLE 1  
Association**

1. The name of this club shall be \_\_\_\_\_
2. The purpose of this club shall be \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ARTICLE 2  
Membership**

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ARTICLE 3  
Officers**

1. \_\_\_\_\_  
    A. \_\_\_\_\_  
        \_\_\_\_\_  
        \_\_\_\_\_
2. \_\_\_\_\_  
    A. \_\_\_\_\_  
        \_\_\_\_\_  
        \_\_\_\_\_
3. \_\_\_\_\_  
    A. \_\_\_\_\_  
        \_\_\_\_\_  
        \_\_\_\_\_
4. \_\_\_\_\_  
    A. \_\_\_\_\_  
        \_\_\_\_\_  
        \_\_\_\_\_



**ARTICLE 4**  
**Elections**

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. No Member shall hold more than one office at a time.

**ARTICLE 5**  
**Meetings**

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ARTICLE 6**  
**The Executive Board**

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ARTICLE 7**  
**The Committees**

1. \_\_\_\_\_  
    A. \_\_\_\_\_  
        \_\_\_\_\_  
        \_\_\_\_\_
2. \_\_\_\_\_  
    A. \_\_\_\_\_  
        \_\_\_\_\_  
        \_\_\_\_\_
3. \_\_\_\_\_  
    A. \_\_\_\_\_  
        \_\_\_\_\_  
        \_\_\_\_\_
4. \_\_\_\_\_  
    A. \_\_\_\_\_  
        \_\_\_\_\_  
        \_\_\_\_\_

**ARTICLE 8**  
**Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the \_\_\_\_\_ in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the club may adopt.