

Adopted 10/27/03

Student Organization By-Laws of the Constitution of the  
Student Government Association of Barnard College

**Article I. Club Recognition**

**Section 1. Club Requirements**

- Clause 1. The organization must be composed of at least 10 members and at least 1/3 of the membership list must consist of Barnard students.
- Clause 2. The executive board of the organization (president, vice president, secretary, treasurer, etc.) must be composed of at least 2 Barnard students.
- Clause 3. The organization must present an appropriate constitution and membership list to the SGA Vice President of Student Activities. The constitution must include a list of all the officers, a description of their duties and procedures for their election. The group must come to Representative Council meeting to present their new club or organization. A majority vote is needed for recognition. The recognition of the group is subject to the approval of the Representative Council.
- Clause 4. In cases in which the purposes and/or goals of the new organization are the same as those of an existing SGA recognized organization, the two groups will be encouraged to merge. SGA reserves the right to deny recognition for a club if a similar club is already in existence.
- Clause 5. The Activities Board at Columbia and SGA can dually recognize an organization.
- Clause 6. The SGA recognizes the Student Governing Board (SGB) at Earl Hall whose mission is to recognize religious, political and activists groups. All such organizations receiving recognition by the SGB are indirectly recognized by the SGA. However, these clubs and organizations are still eligible to receive co-sponsorships from SGA.
- Clause 7. The SGA recognizes Community Impact (CI) whose mission is to provide high-quality programs and instill the importance of life-long service. All such organizations receiving recognition by the CI are indirectly recognized by the SGA. However, these clubs and organizations are still eligible to receive co-sponsorships from SGA.
- Clause 8. No sororities or clubs involving membership on an exclusive basis shall be recognized at Barnard College; nor shall organizations that discriminate on the basis of race, gender, religion, age, sexual orientation or ability.

Clause 9. No organization affiliated with either a national or local political organization shall be recognized at Barnard College.

Clause 10. No registered Barnard Organization shall charge its members dues, nor shall a Barnard/Columbia organization require dues payment from Barnard students.

## **Article II. Club Registration**

### **Section 1. Club Registration Guidelines**

Clause 1. The recognition of all clubs shall be renewed each Fall upon submission of the Registration form. A club that registers will be active for the entire academic year, and need not re-register in the spring semester.

Clause 2. If a club fails to register in the fall semester by the registration deadline, the club must wait until the spring semester to register. The club does not lose its recognition, however, it will be considered “inactive” for the academic year.

Clause 3. Clubs registering in the spring semester will be registered for the remainder of the academic year. Recognized clubs must fill out a registration form and return it to the VPSA no later than the last Friday of February.

Clause 4. Unregistered clubs may still request a budget for the following year, however they will not have access to their account unless they have registered.

Clause 5. If a club fails to be registered for four consecutive semesters, the club is officially deactivated and must go through the recognition process again.

### **Section 2. Club Registration Procedure**

Clause 1. Recognized clubs must fill out a registration form and return it to the VPSA no later than the last Friday of September. Registration forms will be distributed at the Fall Presidents and Treasurers’ Meeting.

Clause 2. All information on the registration form must be filled out. This includes the contact information for club officers and a brief mission statement.

Clause 3. Once a club submits the registration form, the VPSA will initial and file the original copy of the form in the club’s folder in the SGA office. The club shall keep the duplicate copy.

Clause 4. Newly recognized groups must register within one month of their recognition.

### **Article III. Club Guidelines and Standards**

#### **Section 1. Club Guidelines and Standards**

- Clause 1. All clubs are responsible for monthly budget reconciliation forms to be submitted to the SGA Treasurer the first day of the following month. A reconciliation form is still required if a club does not spend a portion of its allocation during a given month.
- Clause 2. In the beginning of the year, the VPSA and the Treasurer will provide all clubs with a list of the type of events and expenses that the SGA allocation will and will not fund through the Budget Guidelines adopted fifteen (15) months beforehand.
- Clause 3. No events at which attendance is mandatory shall be scheduled during the required reading days or during final examination period.
- Clause 4. Each club is required to meet their College Activities Advisor prior to each event they plan.
- Clause 5. All contracts involving outside speakers, caterers, speakers, etc. must be approved by the College Activities Office. Requisition forms are then submitted, along with the contract, to the Treasurer of the Student Government Association. In case of contracts involving social functions, approval must be replaced at least two weeks before the dates set for said function.
- Clause 6. All financial transactions shall go through the SGA office.
- Clause 7. All clubs are required to attend the Presidents' and Treasurers' meeting held at the beginning of the Fall semester.
- Clause 8. All clubs are required to report change in leadership and constitution to the Vice President of Student Activities.

### **Article IV. Budgetary Procedures**

#### **Section 1. Budgetary Procedures**

- Clause 1. Any dually registered organization seeking funding for the following academic year must submit a budget request to the Executive Board in the Spring semester of the previous year.
- Clause 2. All students must submit their budget by the specified deadline to avoid any penalties.
- Clause 3. Any budgets submitted after specified deadline but before Spring Budget

Committee meeting will result in a 10% penalty of the allocation for the following year.

- Clause 4. Any budget submitted after the Spring Budget Committee meeting but before the Fall Budget Committee meeting will result in a 25% penalty of the allocation for the following year.
- Clause 5. Any organization that submits their budgets after the Fall Budget Committee has met will not be eligible for an allocation for that year.
- Clause 6. The submission date and time of each budget must be verified by a stamp that will be placed on the budget upon receipt by an authorized SGA officer or office assistant.
- Clause 7. The Representative Council shall be presented with a complete and detailed budget allocations as per the decision of the Spring Budget Committees budget allocation.
- Clause 8. A President and Treasurers meeting will occur within two weeks after the fall semester begins. All clubs must attend this meeting to receive their allocation and activate their accounts.
- Clause 9. If a club fails to attend, the Presidents' and Treasurers' meeting the organizations account shall be frozen. A list of frozen accounts shall be posted in both the SGA office and the College Activities Office. These clubs will not be able to receive their SGA allocation.
- Clause 10. Within the first week after the Presidents' and Treasurers' meeting, the Executive Board will post a budget allocation for the following year on the Student Government Association Bulletin Board.
- Clause 11. Within one week of the posting of the club allocations, an organization's officers may lodge any reconsideration appeal with the Executive Board. All such appeals shall be heard by the Budget Committee.
- Clause 12. The Representative Council shall be presented with detailed budget appeal allocation. A majority vote of the Council members present is necessary to approve the appeal allocations.
- Clause 13. Within a week of the Representative Council meeting the budget with appeal allocation will be posted on the SGA Bulletin Board.
- Clause 14. In the event that any item on the budget needs further discussion or investigation a partial budget may be approved by the Representative Council. Representative Council will determine further procedure for non-approved items at that time.

## **Article V      Co-Sponsorship Procedure**

Clause 1. Any organization looking for co-sponsorship is required to draft a proposal describing the event for which they seek co-sponsorship. This proposal should include a detailed budget for the event as well as all other sources where money is being acquired. The proposal should also clearly state the amount of the co-sponsorship request.

Clause 2. The proposal must be submitted by 12 noon the Friday before the next Representative Council meeting to the SGA Treasurer.

Clause 3. The Executive Board shall make a recommendation to the Representative Council for the co-sponsorship request.

Clause 4. A majority vote of Representative Council is necessary for approval of a co-sponsorship amount.

Clause 5. SGA will only co-sponsor one event per group per academic year. In extreme cases the SGA will consider co-sponsoring a second event that is within reason upon the remittance of a satisfactory explanation for co-sponsorship funding.

## **Article VI:      Club De-Recognition**

Clause 1. Any serious violation of the conditions stated in the Student Organization By-Laws shall serve as a reason for the Executive Board to revoke an organization's recognition.

Clause 2. A de-recognition status shall result in a yearlong probation period in which the club may not reapply for recognition.

Clause 3. The Executive Board of the SGA will meet with the Executive Board of the club in question and present its findings to the Representative Council.

Clause 4. The club in question will be allowed to present its case before the Representative Council.

Clause 5. A 2/3 vote of the members of the Representative Council is needed for de-recognition of a club.