

**POLICY & PROCEDURES MEMORANDUM**

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| <b>TITLE:</b>          | <b>STUDENT GOVERNMENT ASSOCIATIONS</b>  |
| <b>EFFECTIVE DATE:</b> | <b>December 11, 2007*</b><br><i>(*Title Updates 8/24/11; Form Addition 8/14/10)</i> |
| <b>CANCELLATION:</b>   | SA-1471.1D (2/15/05)  |
| <b>OFFICE:</b>         | Student Affairs (SA)  |

**POLICY STATEMENT**

Delgado Community College has established Student Government Associations that operate under a Constitution that is prepared by and for the campus/site and is approved by the Chancellor.

In accordance with Louisiana Community and Technical College System policy, the Student Government Association (SGA) on the campus or site will be assigned a Faculty or Staff Advisor. The Advisor will serve as a liaison between the SGA and the College administration. The Director of Student Life will designate the Advisor with the approval of the Vice Chancellor for Student Affairs.

The Vice Chancellor for Student Affairs has overall responsibility for ensuring that the Student Government Association is administered in accordance with the policies of the Louisiana Community and Technical College System (LCTCS) Board of Supervisors and the guidelines of this memorandum.

**PROCEDURES & SPECIFIC INFORMATION**

1. **Purpose**

To establish policies and procedures for the coordination and approval of Student Government Association activities and the control and accountability of SGA funds and equipment.

2. **Scope and Applicability**

This policy and procedures memorandum applies to the Student Government Associations (SGAs) on the City Park Campus, West Bank Campus, Charity School of Nursing Campus, Delgado Northshore, as well as any future locations.

3. **Background**

The mission of the Student Government Association is to provide vital co-curricular activities to enhance individual student development; promote social and recreational activities; promote participation in self-government; and promote the high standard of education at Delgado Community College. The administration of Delgado Community College recognizes the benefits to be derived by the student body and the institution from an active Student Government Association and encourages active participation by all students.

Delgado Community College, by vote of the student body and with the approval of the LCTCS Board of Supervisors, has established a self-assessment fee for the Fall Semester, Spring Semester, and the Summer Session as part of each student's registration costs. Both the City Park and the West Bank Campuses have additional Student Life Center Building self-assessment fees for the Fall and Spring Semesters and the Summer Session. The Charity School of Nursing also has an additional self-assessment fee for the Fall and Spring Semesters. The fee amounts are listed on Attachment A, "Fee Amounts and Budget Allocation of Student Self-Assessed Funds."

Because Student Government Associations are approved campus/site organizations, their activities come under the auspices of the College and necessary procedures and controls must be developed and implemented to ensure SGA functions and activities are in compliance with the policies of the LCTCS Board of Supervisors and statutory requirements of the State of Louisiana.

4. **SGA Membership**

All students of Delgado Community College who pay self-assessed fees are members of the Student Government Association. This membership permits students to participate in student-sponsored activities and other benefits financed by student activity fees.

5. **Election and Compensation of Officers**

A. **Election of Officers**

Each Spring Semester there will be an election of Student Government Association Officers. This election will be conducted by incumbent SGA Officers and supervised and coordinated by the SGA Advisor.

B. **Duties and Expectations of SGA Officers**

The duties of the SGA Officers are outlined in their respective Student Government Association constitutions. In addition, the Office of Student Life publishes the expectations of each office, operational procedures, and all other SGA requirements.

C. **Tuition Waivers and Wages for SGA Officers**

A waiver of in-state tuition exclusive of self-assessed fees will be granted for Fall and Spring Semesters to SGA Presidents, Vice Presidents, Secretaries, and Treasurers on City Park Campus (includes Jefferson Site), West Bank Campus (includes West Jefferson Site), Charity School of Nursing Campus, and Delgado Northshore. Out-of-state tuition, if deemed necessary, will be waived for the SGA President only.

Tuition waivers for each SGA will not exceed the costs of four full-time equivalent students and will remain in effect for the duration of the respective terms of office. (See Attachment B, [SGA Officer Tuition Waiver Agreement, Form 1471/001.](#))

Elected SGA Officers may be paid for their services at an hourly rate not to exceed minimum wage and hours as follows:

|                               |                            |
|-------------------------------|----------------------------|
| President and Vice President: | 80 hours maximum per month |
| Secretary:                    | 80 hours maximum per month |
| Treasurer:                    | 80 hours maximum per month |

While running for office and if elected, (1) each President must be enrolled in and maintain at least 9 credit hours, (2) each Vice President, Secretary and Treasurer must be enrolled in and maintain the credit hour requirement stipulated by the respective SGA Constitution, (3) all SGA Officers must be in good academic standing and maintain the required cumulative and semester grade point average (G.P.A.) as deemed by the respective SGA Constitution. Executive Officers (i.e., President, Vice President, Secretary and Treasurer) must be degree-seeking and may not serve as officers more than two academic years.

Receipt of tuition waiver and salary by the above-listed SGA Officers shall be contingent upon performance of assigned duties and tasks as set out and defined in the respective SGA Constitution. The SGA Advisor will be expected to verify the hours worked by the SGA's Officers.

6. **SGA Budget and Calendar of Events**

During the Spring Semester, the officers of each SGA, under the supervision of the SGA Advisors, will prepare the SGA Calendar of Events for the next academic year and the annual budget to support these activities. This proposed budget will be prepared on the budget forms used by the College for its budget and will be reviewed by the Director of Student Life prior to being presented to the SGA Senate for approval. Allocation of the budget's funds is established by vote of the student body with the approval of the LCTCS Board of Supervisors. The current budget allocation of funds is listed on Attachment A, "Fee Amounts and Budget Allocation of Student Self-Assessed Funds."

The budget may allow for (under Student Programs) emergency loans for textbooks and supplies to first-time students who are eligible to receive financial aid. Approval of the respective SGA Advisor is required. Once SGA Senate approval is gained, the budget is then submitted to the Vice Chancellor for Student Affairs. Once the SGA budget has been approved, the SGA Calendar of Events for the following academic year will be published in the annual *Delgado Community College Operational Guidelines*.

7. **SGA Functions**

In accordance with the College's [On-Campus Events and Functions](#) policy, an [Internal Event/Function Request](#), Form 4310/001, should be completed at least two weeks prior to a planned event. This request will be initiated by the SGA President, approved by the SGA Advisor and the Office of Student Life, and presented to the Vice Chancellor for Student Affairs for final approval. In accordance with the College's [Alcoholic Beverages at Student Functions](#) policy, when alcoholic beverages will be served the Chancellor or his/her designee must grant final approval.

8. **SGA Procurements**

*General Provision: All financial transactions must follow College and State of Louisiana rules and regulations.*

A. **Requisitions for Equipment, Supplies, Operating Services**

In accordance with the College's established [Purchasing Procedures](#), all requests for equipment, supplies, and operating services, such as dues, subscriptions, rentals, etc., must be submitted to the Controller's Office in advance according to the Purchasing

Office's established purchasing/bidding timelines of the activity date. The request must be submitted on the College's hard copy requisition form, signed by the officers as stated in the respective SGA Constitution, and approved by the SGA Advisor, with subsequent financial records system approval by the Director of Student Life and Vice Chancellor for Student Affairs. A copy of the Senate minutes approving the expenditure must be attached and kept on file in the respective SGA Advisor's Office.

All purchases, rentals, and leases of services, materials, equipment and supplies over the amount currently allotted for petty cash purchases must be purchased through the Purchasing Office of Delgado Community College and must comply with all College and State of Louisiana rules and regulations.

**B. Professional Services Contracts**

If the SGA function or activity requires the expenditure of funds for professional, consulting, or personal services, (hiring a band, for example) a [Contract for Professional, Personal, Consulting and Social Services](#), Form 3311/001, must be completed and processed in accordance with the College's [Contracts for Professional, Personal, Consulting and Social Services](#) policy. It is noted that the Vice Chancellor for Business and Administrative Affairs (and the Chancellor for contracts over an established amount) is the final approval authority and his/her signature must be obtained before the contract can be entered into. The SGA must submit a professional services contract at least ten (10) days in advance of performance (or services rendered) for approval.

**C. Payment of SGA Contractors**

Each person or group performing services under a Professional Services Contract must submit an invoice covering the services rendered. The invoice MUST include the social security or employer identification number and the address of the person or group. The SGA Advisor will certify that the services were furnished as indicated on the invoice. The contractor's invoice with this certification must be submitted to the Controller's Office for payment.

**D. Travel**

**All** travel must be authorized through the College's [Professional Leave and Travel](#) authorization request process. Each request must be submitted at least two (2) weeks prior to the conference or activity.

E. **Printing and Photocopying Requests**

Requests for printing and photocopying for all Student Government Associations must be approved by the respective SGA Advisor in addition to the appropriate signature authorities and proofing channels, as deemed by the College's established policies and procedures on photocopying and printing.

F. **Inventory of SGA Equipment**

All property procured by or assigned to the SGA is property of Delgado Community College and will be tagged with a State of Louisiana identification tag and included on the College's master inventory file, in accordance with the College's [Management and Control of State Property](#) policy.

Before the end of each Spring Semester, the SGA Advisor will obtain from the College's Property Control Officer the official list of all property assigned to that SGA Office. The incoming SGA President, under the supervision of the SGA Advisor, will conduct a physical inventory of all property assigned to the SGA Office. Upon verification of the SGA inventory, the outgoing SGA President will be relieved of responsibility for this property.

G. **LCTCS Council of Student Body Presidents (COSBP)**

Each year, an SGA President will be appointed to represent Delgado on the LCTCS Council of Student Body Presidents. The appointment will be based on the following rotation: Charity School of Nursing, City Park Campus, Delgado Northshore, and West Bank Campus. If the campus/site SGA President is not interested in accepting the position, then the next campus/site SGA President on the rotation will be offered the position. The College is required to have COSBP representation; therefore, in the event that no SGA President wishes to accept the role, the designated rotating SGA President for the year must accept.

During the appointment, the campus/site's SGA will be responsible for all travel expenses related to attending the COSBP meetings. The appointed SGA President is expected to attend all COSBP meetings and share all relevant information with each campus/site SGA through email correspondence or at college-wide SGA Council meetings, as deemed necessary.

9. **SGA Financial Records**

The Controller's Office is responsible for maintaining a separate SGA account for self-assessment fees used to finance SGA activities and all SGA expenditures. **At the end of each fiscal year, all unexpended monies will revert to SGA Capital Outlay funds.**

10. **Cancellation**

This policy and procedures memorandum cancels SA-1471.1D, *Student Government Associations*, dated February 15, 2005.

*Reference:*

[Louisiana Community and Technical College System Policy #2.010, LCTCS Student Government Associations](#)

[Louisiana Community and Technical College System Policy #2.006, Participation in the Council of Student Body Presidents \(COSBP\) for Louisiana Community and Technical College Student Body Presidents](#)

[Louisiana Community and Technical College System Policy #2.005, Student Organizations](#)  
[Louisiana Community and Technical College System Policy #5.025, Tuition Discounts and Waivers](#)

Delgado Policy and Procedures Memorandum [Purchasing Procedures](#)

Delgado Policy and Procedures Memorandum [Contracts for Professional, Personal, Consulting and Social Services](#)

Delgado Policy and Procedures Memorandum [Management and Control of State Property](#)

Delgado Policy and Procedures Memorandum [Professional Leave and Travel](#)

Delgado Policy and Procedures Memorandum [On-Campus Events and Functions](#)

Delgado Policy and Procedures Memorandum [Alcoholic Beverages at Student Functions](#)

*Review Process:*

Student Government Council 10/26/07

Student Affairs Council 11/15/07

College Council 12/11/07

*Distribution:*

Distributed Electronically Via E-mail and Internet Systems

*Attachments:*

Attachment A – Fee Amounts and Budget Allocation of Student Self-Assessed Funds

Attachment B – [SGA Officer Tuition Waiver Agreement \(Form 1471/001\)](#)



**Fee Amounts and Budget Allocation of Student Self-Assessed Funds**

**Student Self-Assessed Fees for All Campus/Sites:**

|                 |      |
|-----------------|------|
| Fall Semester   | \$10 |
| Spring Semester | \$10 |
| Summer Session  | \$ 5 |

**Additional Student Self-Assessed Fees:**

*City Park Campus Students – Student Life Center Building Fee*

|                 |      |
|-----------------|------|
| Fall Semester   | \$15 |
| Spring Semester | \$15 |
| Summer Session  | \$ 5 |

*West Bank Campus Students – Student Life Center Building Fee*

|                 |       |
|-----------------|-------|
| Fall Semester   | \$40  |
| Spring Semester | \$40  |
| Summer Session  | \$ 20 |

*Charity School of Nursing Campus – Additional Student Fee*

|                 |      |
|-----------------|------|
| Fall Semester   | \$30 |
| Spring Semester | \$30 |

**Budget Allocation of Student Self-Assessed Funds**

*City Park Campus (as stipulated in City Park Campus SGA Constitution)*

|                       |     |
|-----------------------|-----|
| General Expenditures  | 50% |
| Student Organizations | 20% |
| Student Programs      | 20% |
| Publications          | 10% |

*West Bank Campus (as stipulated in West Bank Campus SGA Constitution)*

|                      |     |
|----------------------|-----|
| General Expenditures | 80% |
| Student Programs     | 5%  |
| Student Publications | 5%  |
| Intramurals          | 10% |