

## Student Club Guidelines

### Foundation of Student Government Association Clubs

- A. SGA will encourage and support the foundation of new clubs and organizations. The founding of a new club must follow the guidelines set forth in the SGA Student Club Guidelines form that is available to all students on the LECOM SGA Website.
  - a. Each founding organizational committee must hold an informational meeting prior to submitting paperwork for approval from SGA.
  - b. The founding organizational committee must open positions on the Executive Board for any student interested during such informational meeting.

### Student Club Guidelines

- A. Every club must be open for membership to any LECOM Bradenton School of Dental Medicine Student that wishes to join.
- B. Faculty advisors must attend all regularly scheduled club and organization meetings and special events.
- C. Special events such as guest speakers, club or organization dinners, etc. should be scheduled at least 2 weeks in advance. Requests for special events must be submitted to the Executive Secretary 2 weeks prior to the event.
  - a. All events scheduled must comply with the rules of the SGA Constitution and LECOM Student Handbook.
- D. The purpose of these bylaws is to ensure organization and prevent conflicts between club meetings and events. If a club is in violation of the requirements of the SGA bylaws, the Student Government Association Executive Board will provide the organization with written documentation of the offense. If noncompliance continues the SGA Executive Board will address the issues accordingly.
- E. Club Bylaws:
  - a. Clubs are required to submit club bylaws to the Executive Secretary prior to the last SGA General Student Body Meeting each year. It is suggested that the clubs follow Article I: Bylaw Maintenance for guidance prior to submission each year.
  - b. Club bylaws must cover, but are not limited to, the following topics:
    - i. Bylaw Maintenance
    - ii. Elections
    - iii. Budget Allocation
    - iv. National Meeting Delegates (if applicable)
- F. Club Elections:
  - a. Awareness: It shall be announced to the LECOM Student Body that individual club elections will be taking place at a minimum of 2 weeks prior to the election, in accordance with the club's guidelines.
    - i. After elections take place, the names and contact information of newly elected officers must be submitted to the Executive Vice President and SGA faculty advisor.
  - b. Timing: Elections must take place yearly as desired by the executive officers of each individual club. Unless voted with a majority vote by the club members, each club officer must re-run during each yearly election.
  - c. Eligibility: Unless in the case of foundation of a club or organization, students running for office in a club must be an active member as determined and justified by each individual club.
    - i. All members of the club must be given the opportunity to run for club office as per the individual organization's bylaws.
    - ii. In the case of an officer stepping down from office or being removed from their position, appointment by existing officers and the faculty advisor is deemed acceptable.

- iii. Club Presidents must be present at the LECOM Bradenton campus. D4 students at outreach clinics are not eligible to hold this position. However, other positions may be decided upon by the executive officers of each club.
- d. Election Process: This process shall be decided by the executive officers of each individual club and announced to the student body at the same time as announcement of the election.
  - i. If after the election process has been opened, and those candidates in good academic standing are running unopposed, no formal elections need to take place.
- e. Should the club require election section of the bylaws that are not aligned with the SGA Bylaws (as necessary by National Guidelines, etc.), the Club President shall present for consideration the approval of their individual club bylaws that describe their respective election process. Should the majority (3/5) of the SGA Executive Board approve said bylaws, the club will be considered exempt from Article II, Section II of the Student Government Association Bylaws.

G. Club Funding:

- a. For club requirement and funding purposes, SGA will place clubs into three different tiers based upon number of active members and mission statements of the club. The guidelines for club placement within the tiers are as follows:
  - i. Level 1: 50+ active members AND mission statements and organized activities encompass all student participation with national presence.
  - ii. Level 2: Less than 50 active members and/or mission statements and organized activities encompass a smaller amount of student participation, but still have national presence.
  - iii. Level 3: Special interest clubs including but not limited to dental specialty clubs.
- b. Annually, clubs will not receive money. Clubs can apply for this funding based on need for funds. Needs include, but are not limited to travel, conferences, and special events.
  - 1. In the case of a special event that benefits a large number of LECOM SDM students, however, the club may be allocated money only if they have participated in a fundraising event and community service event.
- c. Definitions
  - i. Membership: Clubs are responsible for recording attendance and submitting their number of active members. An active member is one that has attended 2 or more monthly meetings.
  - ii. All encompassing: Clubs that serve the greatest percentage of the student body will have precedence. To be considered for tier 1, the mission statement of the national organization or the club organized activities must academically and professionally serve the entire student body.
  - iii. National Presence: National presence will be determined by the association with a national organization, including, but not limited to chapter/club registration and member dues paid to affiliated national organization.
- d. Level guidelines:
  - i. Level 1
    - 1. Student clubs must meet and/or hold events a minimum of 2 times each semester (Fall and Spring/Summer). Dates of these events and/or meetings must be reported to the Executive Secretary by the end of each semester.
    - 2. Clubs are required to participate in 2 community service events per academic year (1 per semester).
    - 3. Clubs are required to complete a minimum of 1 fundraising event per academic year.

a. If a new club necessitates funding for said fundraising, the club President may apply for funding from the Executive Treasurer to be paid back upon termination of the fundraiser.

ii. Level 2

1. Student clubs must meet and/or hold events a minimum of 2 times each semester (Fall and Spring/Summer). Dates of these events and/or meetings must be reported to the Executive Secretary by the end of each semester.

2. Clubs are required to participate in 1 community service events per academic year (1 per semester).

3. Clubs are required to complete a minimum of 1 fundraising event per academic year.

a. If a new club necessitates funding for said fundraising, the club President may apply for funding from the Executive Treasurer to be paid back upon termination of the fundraiser.

iii. Level 3

1. Club meetings of special interest groups may be held on the same day as other special interest groups.

2. Level 3 clubs are not required to hold a certain number of meetings per semester, annual fundraising events, or annual community service events.

e. The above statements are to be used by board members as guidelines only. SGA board members will vote on the submitted applications at the end of each year. The final decision of levels will be up to the board members.