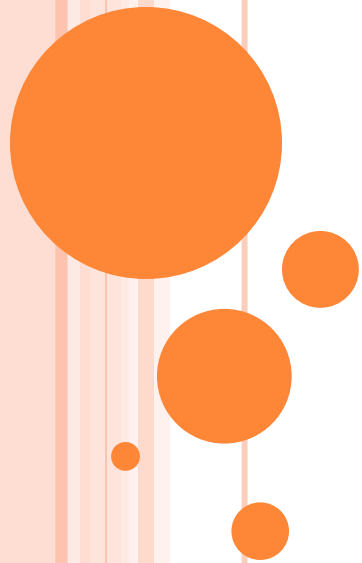


The University of Findlay

SGA

Student Government Association



THE CONSTITUTIONAL PROCESS

- Page 16 of the SGA Guidebook
- Recognized Organization Requirement
- Updated Every 2 years
- Turned into Student Activities Office
 - Sharinda's Office in the AMU



CRITERIA FOR CONSTITUTIONS

- Any **BOLD** requirements need to be written **WORD-FOR-WORD** in the constitution/by-laws!
- Name of the organization – what the name of the organization is going to be known as.
- A statement of purpose of organization.



- At least 3 officers and their responsibilities.
 - President: Organizational leader.
 - Vice President/ Vice Chair: Officer to take over in case of absence of president.
 - Secretary-Treasurer: Keeps minutes of meetings.
 - (Note: Minutes should be kept for the organizations future reference.)

- **(Insert club name) does not engage in discrimination in its programs, activities, and policies against students or prospective students, on account of race, color, religion, sexual orientation, marital status, height, weight, ethnic or national origin, age, non-disqualifying handicap, or sex.**

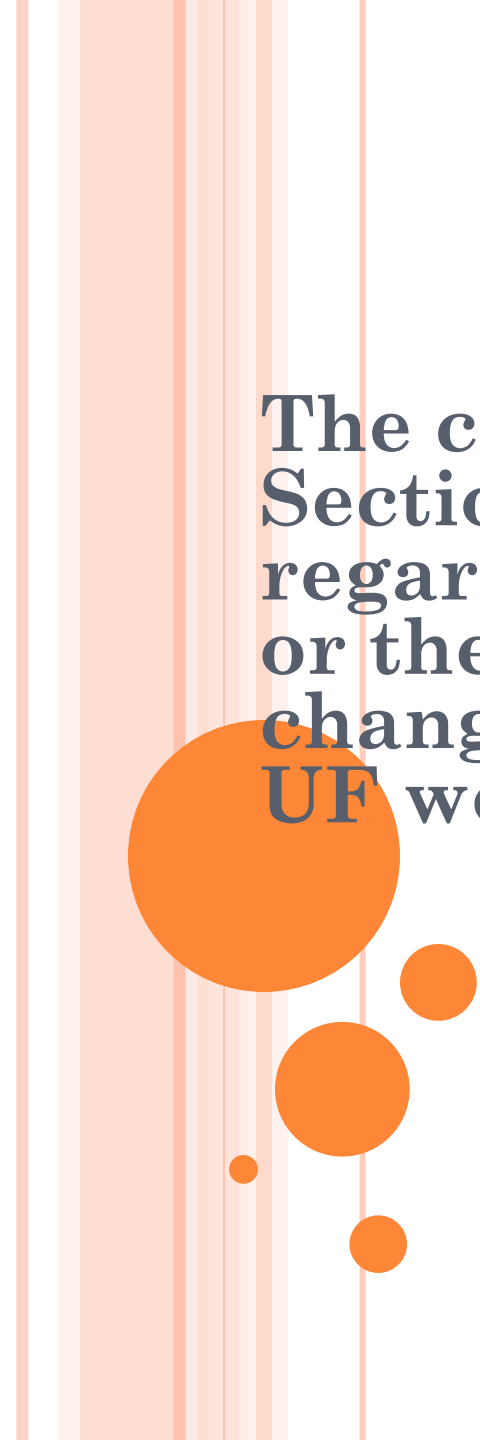


- Financial cost so prospective members will know what it will cost to be an active member of the organization on a local level, as well as national level, if applicable.
- **An advisor's name shall be submitted for approval by the Student Activities Office before they can act in that capacity, unless the advisor is automatically chosen through contractual agreement through The University of Findlay.**
- **A faculty advisor must be present at each meeting where formal action or decisions are to be made. National Greek Fraternities and Sororities shall be exempt from the requirements of the presence of their advisor where a conflict of ritual secrets may exist.**



- **All potential organizations are required to host at least one event that is for the whole campus each year. (For example, musical, lecture, dance, themed event, game, etc.)**





**The complete Ohio Revised Code
Section 2307.44 and 2903.31
regarding the hazing of members
or the future code as it may
change. This can be found at The
UF website, keyword: hazing.**

- A list of steps that the club must follow to remove an officer from his or her duties, followed by a list of steps to fill a vacant officer position.
- A method of how officers are elected and how often.
- A method that solves the circumstance of tie during elections (make sure this method is fail-safe).
- An attendance policy, or lack thereof, and all consequences if the rules are not followed.



- **All amendments to the current constitution must be submitted to the Office of Student Activities where they will be forwarded to the Office of Student Government for the Sergeant-at-Arms' approval before they can be implemented.**



○ Approval Process

- Turn in official submission to Student Activities
 - Include contact information
- Constitution will be reviewed
- You will be notified when either approved or needs updated further
- Please pick up reviewed Constitution in SGA Office



- **All of the Requirements can be found on the BOP website as well as in the SGA office**
- **Very Important to have an Updated Constitution without it your organization can receive no funding.**



NEW CHANGES

2 New Amendments

1st – Pizza Meetings

2nd – Organizational Wear



QUESTIONS

- Please email questions to lucasc@findlay.edu
- Or stop into the SGA office



The University of Findlay

SGA

Student Government Association

PROMOTING YOUR EVENT ON CAMPUS

Public Relations

TIMELINE TO SUCCESS

- Event is Created: Reserve facility space not only for event, but also for PROMO
- One month out: Have flyer for event made and proofed by group, then take to Facilities and Print Services.
- 3 weeks out: Get flyers to Reslife Mailboxes, and get group together to work on banner or other promo
- 2 weeks out: create Facebook event (remember the UF Social Media Policy)



TIMELINE TO SUCCESS: CONT.

- One week out: Banner, windows, table tents or other form of promo should be up
- 5 days out: Facebook message reminder
- Day of: Update facebook message and update flyers to say TONIGHT/TODAY
- *****KEY TO SUCCESSFUL EVENT is to spread information by WORD OF MOUTH*******



PROMO DO'S AND DON'TS

□ DO's

- Include Date, Time, Place
- Include Group Name
- Include Event Description
- Number to call if ???
- Include if there are prizes, shirts, food, etc.
- Have 1 main focal point
- Unique shapes and fonts draw people in



PROMO DON'TS

○ DON'Ts

- Use more than 2 fonts
- Use more than 3 colors
 - Stick with a color scheme
- Fill the promo with clutter
 - Everything should have a reason for being on the flyer
 - Less is more!!!! Short and sweet!!
- Use illegible fonts that are hard to read from far distances.
- Blend everything on the flyer together...hard to read.



PROMO EXAMPLE

The University of Findlay

SGA Wants You!

Student Government Association

[Be] Involved

[Be] a leader

Freshman pick up a petition to run at the SGA office

Petitions due August 29th!

COLOR SCHEMES

- Match the tone of your event with the right color:
 - Blue: relaxing, calming (massage)
 - Green: sporty, outdoors (bonfire)
 - Red: Attention grabbing, stimulates hunger (pizza meeting)
 - Purple: mystery, royalty (homecoming contest)
 - Yellow: fresh, happy (brand new event)
 - Pink: playfulness (carnival)
 - Orange: energetic, flamboyant (Zumba)
- Black and white are overused on campus, so try something new and eye catchy!!



WHERE TO HANG FLYERS?

- ❑ Do not hang flyers on doors prior to the day of the event
- ❑ Day of the event you can hang flyers on the doors of the building the event is located in
- ❑ Frost/Brewer
- ❑ Old Main Basement
- ❑ Business Office
- ❑ Facilities(2)
- ❑ AMU Bulletin Boards
- ❑ Student Services
- ❑ BCHS
- ❑ Croy
- ❑ Koehler
- ❑ AdmissionsOffice
- ❑ International Office
- ❑ Buford Culture Center
- ❑ Shaffer Library
- ❑ English Farm
- ❑ Western Farm
- ❑ Cosiano Center
- ❑ International Student Services
- ❑ Intercultural Student Services
- ❑ Other offices on campus

LOGO

- If you want to make your club stand out from the rest consider creating a LOGO.
- Logos help get your club recognized and give you more space for information on you promo.
- Key with them: remain simple and true to your club.



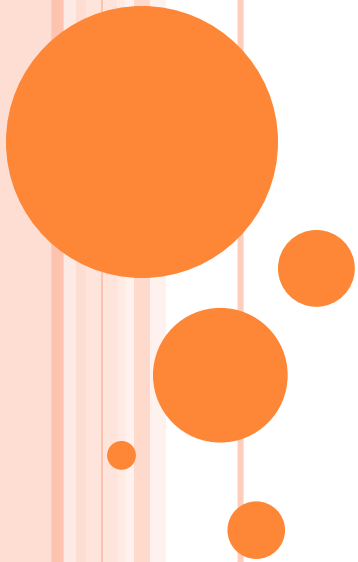
CLUB WEAR

- Want to get your clubs name out there?
 - Have club wear that helps show what your club is about
 - Logo needs to be on here!!!!
 - Get creative have a event day t-shirt that has ask me about what is going on tonight or other helpful info.
 - Show your club's personality!



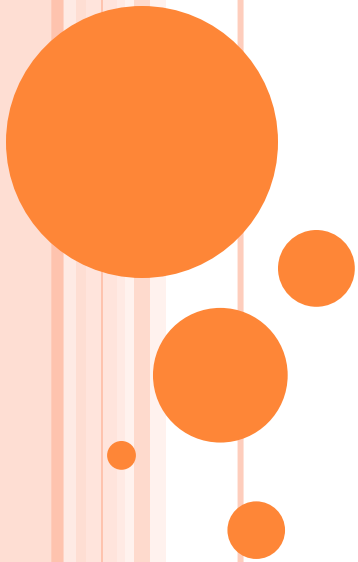
QUESTIONS?

Email knechtl@findlay.edu



HOW TO GET FUNDING FROM SGA

By: Brenda Do



FUNDING REQUIREMENTS



- Register with Student Activities Office
- Provide a Constitution to Student Government Association and Student Activities Office



ELIGIBILITY FOR FUNDING

- Fulfill all stipulations
- Agreement to Participate Form
- Event Summary Form



EVENT WEAR AND ORGANIZATIONAL WEAR



- Attach quotes from the bookstore to the budget
- Event wear is funded once a semester
- Organizational wear can be obtained once every two years. SGA funds up to \$20 of the total cost.



FOOD AT MEETINGS

- Organizations may be allocated up to \$5 per person
- SGA funds food meetings two times a semester.



FACILITIES

- Facilities Event Request Form
- When requesting it will immediately tell you if the room is available
- Make sure to hit submit to reserve the room



SODEXO

- To order any food from Sodexo you must obtain a quote from them
- Located in AMU
- Make two copies, one for yourself and the other to attach to the budget request form



BUDGET REQUEST FORM

- Attach all quotes necessary
- Advisor's signature is required
- Itemized list for prizes or decorations
- Contract and Rider



WHEN ARE BUDGETS DUE?

- Monday prior to an SGA meeting by 4:30 p.m. into FACILITIES office
- Budgets under \$500 may be approved before the meeting
- Budgets over \$500 are brought to the floor at the SGA meetings



AFTER YOUR BUDGET IS APPROVED

- A requisition form must be turned in
- The business office will process it and give you a purchase order
- Requisitions are only to be turned in once your budget has been approved



REQUISITION FORMS

- Give specific amounts
- Write down the Account Number
 - SGA account 10-xxxx-2061-61
 - Club account 10-xxxx-2061-62
- Must be signed by SGA



ACCOUNTS PAYABLE

- Accounts Payable Department will notify you once the invoice or requisition is completed.
- You must deliver to the proper department
 - Ex. Sodexo, bookstore, etc.



FOOD SERVICES

- It is your own responsibility to contact Sodexo with the purchase order
- Office Hours
 - 9a.m.-2p.m.



BOOKSTORE

- A quote from the bookstore must be attached to the requisition form
- Accounts payable will notify you once it is ready
- Do not place orders at the bookstore until you receive approval from SGA.



PRIZES

- When you get an advance to purchase you must
 - Turn in Expense Report
 - Itemized Receipts
 - Return excess money
- This must be done three days after receiving the advance



QUESTIONS?



SOCIAL MEDIA AND UF WEBSITE

- Register at <http://www.findlay.edu/directory/socialmedia/A.htm>
- SGA website
 - BOP Presentations
 - Guidebook
 - Announcements
 - Contact Information



UPCOMING EVENTS

- Campus Speak Out January 19th, 7pm AMU
- Comedy Jam January 28th 8pm WTS
- Welcome Week Apps Due to SGA
 - March 26th by 4:30 to Facilities
- Welcome Week Apps Due to Student Activities
 - April 10th



THANKS FOR COMING!!

- Slideshows will be posted online
- Feel free to contact us with any questions!

Christina Terry terryc@findlay.edu

