This policy book should not contradict the SGA Constitution in any way and is not meant to replace that document. The policy book is meant to clarify, as well as, explain many of the day to day, operational and procedural issues for members of the SGA and those they represent.

As adopted Fall 2006, revised Spring 2007
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I. Agenda

The following is the order for all UVa-Wise SGA meetings:

I. Call to Order
II. Roll Call of Members
III. Approval of Agenda
IV. Approval of Minutes
V. Executive Board Reports
   1. Secretary
   2. Treasurer
   3. Vice-President
   4. President
VI. Committee Reports
VII. Special Orders
VIII. Unfinished Business
IX. New Business
X. Advisor's Report
XI. Announcements
XII. Adjournment

II. Amending the Policy Book

The SGA Policy Book may be amended by a 2/3 vote of the Senate, with any changes having been read aloud at two consecutive SGA meetings prior to a vote.

III. Annual SGA Events

The following list of events should not be considered as all inclusive but should serve as a guide to the SGA in planning for their annual events.

1. Fall Semester
   A. Fall Elections
a. Held per constitutional guidelines (See also Homecoming). The SGA also assists in coordinating Honor Court elections at this time.

B. The Juhan Student Leadership Retreat
   a. Named for Dr. Gary Juhan and traditionally held in September or October.

C. The Regional Student Government Leadership Retreat
   a. Traditionally held one month after The Juhan Student Leadership Retreat in October/November and with participation by Juhan Student Leadership Retreat participants. It is advertised to local high school and college student government members. It is a one day retreat usually on a Friday and is free of charge to all participants.

D. Holly Ball
   a. The Winter Semi-Formal is traditionally held the last Friday or Saturday before exams.

E. Homecoming
   a. Homecoming King, Queen and Court nomination are held by the SGA each fall during SGA and Honor Court elections, the SGA also coordinates the election of a King and Queen during a special election the Tuesday and Wednesday of Homecoming week
   b. The Homecoming Court includes: Five each, King and Queen Candidates from the Senior Class. Two Male and Two Female Representative each from the freshmen, sophomore and junior classes, who will serve as members of the Homecoming Court.
   c. All King candidates should be male and all Queen candidates should be female.
   d. A special election will be held the week of Homecoming to elect the King and Queen from those nominated. The winners will be announced at half time of the Homecoming Football Game.
e. The SGA annually coordinates a Pep Rally at the Slemp Student Center at 1 pm on the Friday before Homecoming. This event includes an introduction of the Homecoming Court, and performance by the Band, Step Team, Dance team and Cheerleaders.

F. Winter Spirit

a. In an effort to encourage a surge of spirit prior to exams, the SGA sponsors campus decorations including a tree lighting ceremony in the Slemp Lobby. Winter spirit should be inclusive of all winter holidays and festivals.

2. Spring Semester

A. Miss UVa-Wise Pageant is

a. Traditionally held the first Saturday in April, the winner receives a scholarship of at least $500.

B. Student Leadership Awards Banquet

a. Traditionally held the last Friday night in April. The SGA presents their awards at this event.

C. The Dogwood and Rhododendron Ball

a. Spring Formal is traditionally held the last Saturday in April. A King and Queen are elected from among the Senior Class and are crowned at the event.

D. Jam 4 Man

a. A SGA sponsored concert traditionally held the last Saturday before finals begin each spring semester. Canned food, cash and clothing donations are accepted for admission and donated to local charities.

E. Spring Elections

a. Held per constitutional guidelines. The SGA also assists in coordinating Honor Court elections at this time

E. Changing of the Guard Executive Board Transition Retreat
a. An overnight retreat for both old and new Executive Board members and is held after Spring elections.

IV. Awards

1. The SGA annually presents the following awards at the Student Leadership Awards banquet:

   A. “SGA Award of Special Recognition”- These awards are presented to members of the campus community who have given the SGA special support and assistance during the year. Certificates are presented to each recipient.

   B. “Member of the Year”- The SGA will elect one member who has gone above and beyond during the year to receive this recognition. The recipient will receive a plaque.

   C. From time to time the SGA has presented a resolution honoring the contributions of someone or some group. See sample in Appendix A.

V. Budget

1. The SGA budget is derived from student fees and is annually set by the Vice-Chancellor for Administration.

2. SGA Request for Funds Process and Form

   A. Any request for money from the SGA must be accompanied by an “SGA Request for Funds” form and must be received at least 21 days prior to funds being needed.

   B. The request will be discussed at the meeting following receipt of the form. A vote will follow at the next meeting.

   C. All funds should be distributed in such a manner as to do the most good and benefit for the greatest number of students.

   D. Unless in extreme circumstances, the SGA will use the following guidelines in an effort to be consistent and fair:

3. Guidelines for Request for Funds from SGA
A. These guidelines are meant to assist the Senate in reviewing funding requests. The guidelines are merely that, guidelines. They do not have to be followed exactly and may not be applicable in all cases.

4. Organization General Requests

A. General Requests can be used for supplies, start-up money for new organizations or events, etc. This generally does not exceed $200 for new organizations and $100 for established organizations beginning a new project.

B. Organizations must explain what the money will be used for throughout the semester/year.

5. Organization Special Events

A. The SGA will generally apply no more than 50% of the cost of the event, as long as the event is open to all students and is of benefit to the Student Body.

B. $300 maximum per event, limit of $500 per group per year.

C. The event must be open to the entire UVa-Wise campus.

D. Other funding sources and efforts are recommended.

E. A detailed list of costs and other contributions must be provided with proposal.

6. Loans

A. This is money given to organizations without sufficient funding at the time of an event; is expected to be paid back within a designated time period (loan contract will be distributed as needed).

B. $200 maximum per event (may include start-up for fundraisers).

C. Provide a return date within a reasonable amount of time, which must be agreed to at time loan is approved.
D. All loans must be paid back before more money can be requested again for anything.

5. Trip/Conference Grant

A. The SGA will generally assist with paying up to 50% for hotel, travel and conference fees when it is deemed those involved will bring back helpful information to the college community. The SGA will pay the same amount for one advisor.

B. Grants are generally used for service trips, conferences, etc. for individual students (may be representing an organization) to enrich their college experience.

C. Group must provide a list of all of those attending, total costs, and any contributions received as well as all sources for funding. Other funding efforts are recommended.

D. Group must comply with giveback policy by detailing how those involved with the conference will share their experience and what is learned with the campus community.

E. A giveback must be completed within one month after the event and may include a newspaper article in school or community paper, a sessions/program for other students, an art or photo display, or any other way to share the conference experience with the UVa-Wise Community.

6. Other Program/Event (not sponsored by student organization)

A. Groups of students and other entities may submit a request to SGA to funds for activities, events, or equipment which will benefit the Student Body.

6. Other

A. The SGA will consider other requests not fitting in one of the above categories.

7. Funding Source
A. Any event or activity sponsored by SGA funds must include the following statement on all publicity and or advertisement:

“Co-Sponsored by the UVa-Wise SGA and Student Fees.”

8. SGA “Request for Funds” Form

A. The SGA “Request for Funds” Form must be submitted with all requests for funds. See Appendix B

9. 20% Rule

A. The SGA incurs expenses for day to day operations and as such will set aside 20% of its budget each semester for SGA expenses. This money may be allocated at a later time if it is unused for SGA expenses. This money is controlled by the SGA treasurer with consent of the Executive Board and/or Senate.

10. Summer Funds

A. The SGA annually has a need to expend funds for day to day operations during the Summer months when the Senate is not in session. Any member of the Executive Board may make a request for expenditures which maybe approved with the consent of the majority of the Executive Board.

VI. Clubs and Organizations

1. New clubs and organizations should follow these guidelines:

2. Student Organizations must be officially recognized and initially chartered by the Student Government Association and the Office of Student Activities to receive funding, reserve campus facilities, sponsor college events, hold an organizational mailbox or publicize on campus. Each year, chartered organizations must re-register with the Office of Student Activities by the second week of the fall semester. Organizations that are not registered by this deadline will not be considered in good standing and will lose all privileges of being a recognized Student Organization.
3. The SGA has the right to annually review all clubs and organizations and to revoke their recognition.

4. New Organizations must do the following:
   A. Recruit at least 5 members
   B. Recruit a faculty/staff advisor
   C. Draft a constitution
   D. Fill out the "Request to Charter a Student Organization" form
   E. Turn in the form and new constitution to the Office of Student Activities
   F. Upon approval by the Office of Student Activities, the request will be forwarded to the SGA President to be added to the next meeting agenda.
   G. The group should attend the next SGA meeting on Friday at 1 pm in the C. Bascom Slemp Student Center and answer any questions.
   H. The group should attend the following SGA meeting where the organization will be voted upon.
   I. Once the group has received approval, they are free to start recruiting members, eligible for a student organization mailbox, SGA funding, and are able to reserve on-campus spaces, etc.

5. Requirements for Returning Organizations:
   A. Already existing and chartered organizations but annually complete the "Student Organization Re-Registration" form and return it with an up to date copy of the Student Organization's constitution to the Office of Student Activities by the second week of the Fall semester.

VI. Committees

All SGA members will be assigned to serve on at least one committee each semester. Lack of attendance or participation in committee meetings will be reported to the SGA Secretary and counted as regular Senate meeting absences accordingly.
VII. Meetings

1. Location

A. SGA Meetings should be held each Friday during the Academic year at 1 pm in the C. Bascom Slemp Student Center.

2. Code of Conduct

A. As members of the UVa-Wise SGA represent the student body as a whole and are charged with speaking on behalf of and are representing the student body at all times, we will endeavor to follow Roberts Rules of Order in our meetings, be attired in and speak in a professional manner at all times. Failure to follow these guidelines may mean the President can remove the offending member. The offending member will have their absence counted as unexcused.

3. Seating Order

A. In an effort to honor those with the most service to the UVa-Wise SGA, Senators will be seated in order of length of service from most to least, with those being elected at the same time and with the same length of service being seated together in alphabetical order from Senior Senator to At Large Senator Order.

4. Dress Code

A. Pants. Inappropriate slacks or pants include jeans except when the SGA polo is worn, sweatpants, exercise pants, short skirts, bib overalls, leggings, and any spandex or other form-fitting pants such as bike clothing.

B. Skirts, Dresses and Skirted Suits. Short, tight skirts and shorts should be sufficiently long enough to cover at least half of the thigh

C. Shirts, Tops, Blouses and Jackets. Casual shirts, golf shirts, dress shirts, sweaters, tops, and turtlenecks are acceptable. Most suit jackets or sport jackets are also acceptable attire for the office, if they violate none of the listed guidelines. Inappropriate attire includes tank tops, sweatshirts, midriff tops,
shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans; halter-tops, tops with bare shoulders; and t-shirts unless worn under another blouse, shirt, jacket, or jumper.

D. Jewelry, Makeup, Perfume and Cologne. Should be in good taste and not affecting others.

E. Hats and Head Covering. Hats are not appropriate for meetings. Head coverings that are required for religious purposes or to honor cultural traditions are allowed.

F. Conclusion. If clothing fails to meet these standards a warning will be given. A second offense will result in a member being removed from the meeting resulting in an unexcused absence. As stated in the constitution two unexcused absences may result in impeachment proceedings.

IX. Minutes

1. See Appendix C for order of sample minutes

X. Office Hours

1. Student Government Association members are required to commit to work a minimum of 2 hours per week in the Student Government Office. Office hours allow opportunities for UVa-Wise students to speak with SGA members on issues or concerns they may have.

2. All members should log in and out in the Log Folder and all members should review any literature posted in the “For Review Folder” and sign and date that they have reviewed the information on the “SGA Review Form”.

3. Items in the “SGA Review Folder” will be discussed in the next SGA meeting. See Appendix D for the “SGA Review Form”.

XI. Web Site

1. The web site is the purview of the SGA Secretary who should post weekly SGA meeting minutes, as well as, the Constitution, guidelines for funding, Senate and Officer names and email addresses as well as other information as deemed appropriate.
Section XII  Member Requirements

1. As a member of the UVa-Wise SGA, all elected and appointed members and officers must maintain a cumulative 2.0 GPA for the duration of their term in office.
Appendix A

A Resolution by the Student Government Association at
The University of Virginia’s College at Wise
Honoring the Service and Dedication of
Karen Smith

WHEREAS, Karen Smith has dedicated much time and energy to the financial operations of The University of Virginia’s College at Wise Student Government Association; and

WHEREAS, Karen Smith’s help and assistance, as well as, her professionalism have been invaluable to the success of Student Government Association events and programs; and

WHEREAS, Karen Smith has gone above and beyond in her duties to assist the Student Government Association and therefore has been of service to the entire student body; and

WHEREAS, Karen Smith has been devoted to making the Student Government Association allocation process run as smoothly as possible for both the Student Government Association and for The University of Virginia’s College at Wise student clubs and organizations; and

THEREFORE BE IT RESOLVED, that The University of Virginia’s College at Wise Student Government Association does hereby honor Karen Smith for her contributions to the success of the Student Government Association and extends special appreciation for her service.

Duly signed, this twenty-eighth day of April in the year two thousand and six by
The University of Virginia’s College at Wise Student Government Association Executive Board

________________________________________
President

________________________________________
Vice-President

________________________________________
Secretary

________________________________________
Treasurer
UVa-Wise SGA Request for Funds Form

Date Submitted: _______________________

Group/Organization Requesting Funds:

Contact Person Information (Individual) 
Name ________________________________

Phone Number _______________________ Email ___________________

( SGA contact with Student Organizations will be through Organizational Mailboxes on the 3rd Floor of the C. Bascom Slemp Student Center)

Amount requested from SGA: $__________ Total Cost(s) for Event/Trip $ ___________

How will difference (between total cost and SGA funding) be funded? _______________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

What type of funding are you requesting?

    ______ Organization General Request (supplies, startup, etc.)
    ______ Organization Special Event
    ______ Organization Loan (will be paid back)
    ______ Trip/Conference (Grant)
    ______ Other Program/Event (not sponsored by student organization)
    ______ Other

If the request is general or a loan, what will the money be spent on? Please be as specific as possible.
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

If the request is for an event, trip, or conference, please provide a description, including what you hope to get out of it.
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

How will the event, trip, or conference benefit the UVa-Wise Student Body as a whole?
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

How will those planning and or participating in the event, conference or trip give back or share what they have learned or experienced to the larger campus community?
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
Giveback is defined as how those involved with the conference, event or trip will share their experience and what is learned with the campus community. A giveback must be completed within one month after the event and may include a newspaper article in school or community paper, a session /program for other students, an art or photo display, or any other way which shares your experience with the UVa-Wise Community.

Please attach any additional documentation as needed and please make sure your request answers or explains:

   How are you planning on advertising the event to all students or sharing information with the UVa-Wise Community.

   If you are requesting money for an event, trip, or conference, please provide a detailed breakdown of the costs involved and any contributions you have already received.

   Please provide any additional information that will help SGA in making their decision to grant money.

The more we know about the request, the easier it will be to make a decision.

SGA meets each Friday at 1 pm in the Slemp Student Center, please send a representative to discuss your proposal and answer any questions.

This process can take several weeks and requests should be submitted 21 days prior to your event or trip.

Any approved funds must follow all EVA/SWM and University guidelines.

SGA Use Only Below This Line  ________________________________
Date Received: __________
Placed in “For Review Folder” Date: __________ Time: __________
Placed on Agenda for SGA Meeting (Date of Meeting): ________________
Vote For #_____ Against # _____ Pass _____ or Fail _____
Approved Amount $ _______________
Treasurer Signature ________________ Presidents Signature ________________

Any event or activity sponsored by SGA funds must include the following statement on all publicity and or advertisement: “Co-Sponsored by the UVa-Wise SGA and Student Fees.”
Appendix C

UVa - Wise Student Government Association Minutes for Date

I. Call to Order: Time

II. Roll Call of Members

___ Freshman Senator
___ Freshman Senator
___ Freshman Senator

___ Sophomore Senator
___ Sophomore Senator
___ Sophomore Senator

___ Junior Senator
___ Junior Senator
___ Junior Senator

___ Senior Senator
___ Senior Senator
___ Senior Senator

___ At-Large Senator
___ At-Large Senator
___ At-Large Senator

___ International Senator

___ President
___ Vice-President
___ Secretary
___ Treasurer

III. Approval of Agenda

IV. Approval of Minutes
V. Executive Board Reports
   1. Secretary
   2. Treasurer
   3. Vice-President
   4. President

VI. Committee Reports

VII Special Orders

VIII. Unfinished Business

IX. New Business

X. Advisor’s Report

XI. Announcements

XII. Adjournment: Time
Appendix D

SGA REVIEW FORM

The attached documentation (______________________________) should be reviewed by members of the Student Government Association during weekly office hours and before the SGA Meeting on (Date) ________________________________

Please check after reviewing:

Freshman Senator Name: Date:
Freshman Senator Name: Date:
Freshman Senator Name: Date:

Sophomore Senator Name: Date:
Sophomore Senator Name: Date:
Sophomore Senator Name: Date:

Junior Senator Name: Date:
Junior Senator Name: Date:
Junior Senator Name: Date:

Senior Senator Name: Date:
Senior Senator Name: Date:
Senior Senator Name: Date:

At-Large Senator Name: Date:
At-Large Senator Name: Date:
At-Large Senator Name: Date:

International Senator Name: Date:

President Name: Date:
Vice-President Name: Date:
Secretary Name: Date:
Treasurer Name: Date:

PLEASE DO NOT REMOVE ITEM FROM OFFICE