

IX. Presentation of the Court

The presentation of the Homecoming Court takes place between the basketball games of the Homecoming afternoon as decided by the Homecoming Committee. A Homecoming dance occurs after the final basketball game and will serve as the second opportunity for the Court to be presented. The Homecoming King and Queen are crowned by the Vice President of Student Affairs and Dean of Students during the Homecoming Dance; in the event that he or she is unable to attend, the duty of crowning the Homecoming King and Queen falls upon the Assistant Dean of Students and Director of Student Activities.

X. Homecoming Court Policies

Each member of the Homecoming Court is required to attend all necessary functions related to the week of Homecoming. Failure to attend a practice or similar event without prior approval will result in a student's dismissal from the court. Members of the Homecoming Court who are not able to attend an event need to inform the Assistant Dean of Students and the Director of Student Activities.

Each member of the court is also expected to arrive at all functions dressed in the appropriate attire. Appropriate attire for practices, Alumni dinners and the afternoon presentation of the Homecoming Court is business casual. Evening semi-formal wear is required for all members of the Court during the presentation at the Homecoming dance. Semi-formal wear is defined as coat and tie for all males and evening wear for all females. All dress and accessories should be appropriate in nature and conducive to the formality of the evening. The Assistant Dean of Students/Director of Student Activities and the Director of Alumni Relations have the authority to determine the appropriateness of any member of the Homecoming Court's attire.

Any policies or procedures not specifically outlined within this document are left to the discretion of the Assistant Dean of Students/Director of Student Activities and Director of Alumni Relations.

XI. Institutional Policies Enforcement

The Reinhardt College Code of Conduct applies to any and all events directly associated with the week of Homecoming. Any member elected to the Homecoming Court found in violation of the Code of Conduct, Academic Dishonesty Policies, or Honor System prior to the presentation of the Court will be immediately dismissed.

STUDENT ACTIVITIES FEE GUIDELINES

(Updated May 3, 2007)

I. Title of the Organization

- A. The title of this body shall be the Student Activities Fee Committee of the Reinhardt College Student Government Association, hereafter referred to as the Committee.

II. Mission Statement

- A. The purpose of the Committee is to fairly and equitably assist Reinhardt College Office of Student Activities and student organizations and clubs in implementing and developing programs to benefit the Reinhardt College student body through monetary contributions as well as professional consultation. The Committee shall appropriate monies to the office of Student Activities, the Student Activities Council and to the Student Government Association for events and activities in accordance with the Student Government Association and the Committee Guidelines. Money given to the Student Government Association will be further allocated to student clubs and organizations by the Executive Board of the Student Government Association. Additional funding can be requested by clubs and organizations through the form of a proposal during Student Government Association meeting.

III. Relationship with the Student Government Association

- A. The Committee is a standing committee of the Reinhardt College Student Government Association. In discharging the responsibilities delegated to it by the Student Government Association, the Committee realizes that Student Government Association shall:
 1. Approve the student membership of the Committee.
 2. Reserve the right to review any policy adopted or action taken by the Committee.
 3. Approve and review these Guidelines as necessary.
 4. Participate in the removal of a Committee member.
 5. Have the Student Government Association Executive Board continually monitor the Committee's activities to ensure fiscal responsibility.

6. Give the Committee Chairperson and the Committee Advisor the authority to carry out the decisions of the Committee in the event that the Committee is not operative during all or part of the Spring and Summer semesters.

IV. Membership

- A. The Chairperson and all student Committee members must be currently enrolled as full-time Reinhardt College students in good academic and disciplinary standing, which is to be verified by the Committee Advisor. The period of tenure shall be from the time of approval until the last day of the Spring Semester or until removal from the Committee as stated in these Guidelines, whichever occurs first.
- B. The Committee consists of:
 1. The Chairperson (The Committee shall be chaired by the Student Government Association Treasurer).
 2. The Committee members (maximum of nine)
 - i. Two full-time students from the student body
 - ii. President of the Student Government Association
 - iii. Vice President of the Student Government Association for Student Activities
 - iv. Coordinator of Student Activities
 - v. One student from the Student Activities Council
 - vi. One full-time faculty (non-voting member)
 - vii. Ex-Officio Chairperson (Vice President for Student Affairs & Dean of Students) (non-voting member)
- C. Director of Student Activities (or designee) shall serve as the Advisor to the Committee.
- D. Selection of the appointed committee members will be made by the incoming executive board after spring election in consultation with their advisors
- E. The Chairperson shall present all Committee members to the Student Government Association Executive Board for approval upon selection. If quorum for the Student Government Association is established throughout the Summer semesters and a sufficient number of Committee members have been selected for approval, then the Chairperson shall present the Committee members at the first Student Government Association meeting of the Fall semester.
 1. If quorum is not established and/or a sufficient number of Committee members have not been selected and/or approved, then the Committee Chairperson, and the Committee Advisor shall have the authority to carry out the decisions of the Committee until that situation is remedied.
- F. The criteria for consideration of membership shall be based upon a display of specific interest in the allocating funds fairly and equitably to organizations in accordance with these Guidelines; and with flexibility in meeting commitment with respect to dates and times.
- G. Diversity among the Committee members is strongly encouraged with regard to student involvement and background.

V. Authority and Responsibility

- A. The Student Activities Funding Committee Chairperson/Student Government Association Treasurer shall:
 1. Perform all duties outlined in the Reinhardt College Student Constitution and Bylaws.
 2. Understand and carry out these Guidelines.
 3. Ensure that all allocation decisions are made in a fair, equitable and timely manner, in accordance with these Guidelines.
 4. Call and conduct special meetings when needed to accommodate the allocations process.
 - a. Inform all Committee members 72 hours prior to any special meeting unless emergency otherwise prevents
 5. Develop procedures and forms for executing the responsibilities of the Committee as outlined in these Guidelines.
 6. Provide the student clubs and organizations with a copy of the guidelines and explanation of the procedures of the Committee Guidelines and additional information on how and when decisions are made, as well as how they are communicated.
 7. Maintain allocation history records of all organizations and clubs to be kept in the Chairperson's office.
 8. Only vote in instances of a tie vote when the Committee is operative.

9. Have executive authority, as given by the Senate, to act on behalf of the Committee in consultation with the Committee Advisor during the Spring and Summer semesters.
 10. Represent the Committee to the Senate, the Office of Student Activities, student organizations and clubs, and all other College committees and other entities.
 11. Nominate Committee members for approval by the Student Government Association Executive Board.
 12. Be responsible for coordinating and delegating administrative duties of the Committee.
 13. Submit written financial reports to the Senate, including, but not limited to:
 - a. Weekly club and organization financial reports when the Student Government Association meets
 - b. Budget requests
 - c. Semester Committee financial summaries
 - d. Year-end evaluation
 14. Finalize all allocations decisions of the Committee by filing the necessary paperwork with the Office of Student Activities.
 15. Never have the authority to veto any decision of the Committee.
 16. Provide training opportunities to promote program and leadership development with the assistance of the Advisor.
 17. Have the responsibility to ensure the fiscal solvency of the Committee.
 18. Have the authority to recommend the removal of any Committee member to the Senate.
 19. Attend all meetings of the Committee, except in the case of an emergency, where the Vice President for Student Activities will preside.
 20. Carry out other tasks related to the purpose and goals of the Committee or as assigned by the Senate.
 21. Designate a Committee member to record minutes for every Committee meeting and distribute said minutes to appropriate individuals.
 22. Monitor expenditures of the Committee monies distributed to various student organizations and clubs.
 23. Oversee Student Government Association Executive Board allocations of money to club and organizations.
 24. In the event that the Chair position is vacated, the Vice President for Student Activities will voluntarily fulfill the duties of the Chairperson on an interim basis until the Student Government Association President chooses a replacement in consultation with the executive board and advisors
 25. Inform the Student Government Association of budgets for each organization.
- B. The Student Activities Funding Committee Members shall:
1. Participate in the allocations procedures and decide on the distribution of the Committee's funds in an objective and impartial manner in accordance with these Guidelines.
 2. Participate in the review and updating of the Committee Guidelines when the need presents itself.
 3. Be present for Committee meetings in which allocations decisions are made, with quorum being half of the total number of Committee seats filled plus one.
 4. Have one vote per member, with a majority of those present determining the outcome of an allocation decision.
 5. Have the right to abstain on an allocation vote.
 6. Abstain from discussion and relinquish voting privileges on matters that are of a conflict of interest.
 - a. If a member of the Committee believes there is a question regarding conflict of interest on a current or subsequent matter before the Committee, the Committee may call a vote of confidence; if a majority of the Committee agrees that there is a conflict of interest, then that member shall abstain from voting on the matter.
 7. Carry out any other related responsibilities as delegated by the Committee.
 8. Have the ability to supersede these Guidelines in regard to allocations limits by a majority vote when the decisions beneficial to the Reinhardt College student body.
 9. Alter the allocations timetable if necessary.

C. The Student Activities Funding Committee Advisor Shall:

1. Assist the Committee Chairperson in providing training programs.
2. Be available for consultation on matters concerning the Committee.
3. Attend meetings of the Committee, with the exception of an emergency.
4. Be an ex-officio member of the Committee.
5. Ensure that the Chairperson and all Committee members that are not staff or faculty are, and continue to remain, currently enrolled Reinhardt College students in good academic and disciplinary standing.
6. Advise the SGA Executive Board when allocating money to Clubs and Organizations.

VI. Attendance, Removal and Resignation

A. Attendance:

1. The Committee Chairperson is expected to be present at all meetings of the Committee, unless emergencies prevent their presence. One or more unexcused and unexpected absences during Fall and Spring semesters from the Committee's meetings and obligations, which prevent the Committee from carrying out its business, is grounds for removal.
2. Committee members are expected to be present at all meetings of the Committee, unless emergencies prevent their presence. One or more absences per semester, in which the Chairperson was not given prior notification of a permissible absence, are grounds for removal.

B. Removal:

1. The Committee Chairperson may be removed from the position due to abuse of authority and/or the inability to perform their duties, as outlined in these Guidelines. As a member of the Executive Committee of the Student Senate, the Committee Chairperson shall fall under the Student Government Association bylaws pertaining to the removal of an Executive Committee member.
2. Any Committee member may be removed due to abuse of the position and/or the inability to perform their duties, as outlined in these Guidelines. Following a recommendation for removal by the Committee Chairperson to the Student Senate, the Committee member shall go through the same process a Student Government Association Legislator would go through when brought forth for removal. Due process, as a result, will be afforded to the Committee member.

C. Resignation:

1. A member of the Committee may request a resignation without prejudice by submitting a written letter to the Chairperson acknowledging their intentions.
2. The Student Government Association and general student body shall be notified of a resignation in the Chairperson's first report to the Student Government Association meeting following a resignation.

VII. Budgets for Fall and Spring Semesters

- A. Funding will be allocated to only the Office of Student Activities, the Student Activities Council, and Student Government Association. The Student Government Association Executive Board will further allocate money recognized clubs and organizations at the beginning of the each semester based on funding requests and audit of previous semester.
- B. The Committee receives its funding from the Student Activities Fee. The fee is distributed at the beginning of each semester to the Committee and is subsequently allocated by the Committee to the appropriate bodies at that time.
- C. Funds that are available for distribution by the Committee are entirely dependant upon the number of students that attend Reinhardt College in a particular semester, since the source of funds is all of the Student Activities Fee that every main campus full time student contributes. Due to that, the actual total figure that is available for the Committee to allocate varies and fluctuates.
- D. Fall and Spring Allocations
 1. The Office of Student Activities will receive an amount determined by the committee at the beginning of the Fall and Spring semesters. Monies will be based on audits from the previous semester.
 2. The Student Government Association's Student Activities Council will receive an amount of money determined by the committee at the beginning of the Fall and Spring Semesters. Monies will be based on audits from the previous semester.

3. The Student Government Association will receive an amount of money determined by the committee at the beginning of the Fall and Spring Semesters. Monies will be based on audits the previous semester.
 - a. All Student Government Association recognized clubs and organization will receive a minimum of \$300 each Fall and Spring semester from SGA operational budget. Additional monies will be allocated form Student Activities Fee based on funding requests to the Student Government Association.
- F. The Committee reserves the right to deny any request for reasons that do not fulfill the Eligibility Requirements as outlined in these Guidelines.
- G. It is the duty of the Committee and its Chairperson to ensure that allocations are made from funds that are available for distribution.

VIII. Allocations for Clubs and Organizations

- A. Any student organization or club that requests funding must be registered with the College through the Office of Student Activities and the Student Government Association.
- B. Funding requests must enrich the lives of Reinhardt College students.
- C. Money from the Student Activity Fee will not pay debts incurred by an individual or organization. Any organization in debt at the time of a given allocation meeting is ineligible for funding.
- D. Money from the Student Activity Fee will not fund:
 1. Organizations whose account balances fall below zero.
 2. Events that have occurred prior to the submission of an allocation request.
 3. Any property or supplies that can be obtained from the College at no charge or any items that are deemed unnecessary to the organization, students, and/or College as determined by the Chairperson.
 4. Political campaigns or publicly declared candidates.
 5. Events that are held to raise funds; be it for the organization, a charity, or any other entity or cause. Student funds are not to be used for the purpose of making a profit; if an event were to charge admission for non-Reinhardt College students, the funds would only be able to go toward paying off the costs for that event.
 6. Salaries for individuals other than Reinhardt College facilities and security staff that are required to be present at an event due to College policies.
 7. Off campus activities, unless the event fulfills the following requirements:
 - a. Officially sponsored/sanctioned by Reinhardt College
 - b. Helps fulfill the purpose of the organization.
 - c. Will enrich the Reinhardt College community.
 - d. Cannot be feasibly conducted on Reinhardt College property.
- E. An organization requesting funds shall acknowledge that the Student Government Association Executive Board and/or the Committee has the authority to:
 1. Require that all allocation forms be correctly completed.
 2. Request additional information if needed.
 3. Request that an organization resubmit or appeal an allocation request.
 4. Approve or deny any allocation request.
 5. Accept or refuse any late allocation requests. Late allocation requests are those that are not turned in to the Chairperson by the posted deadline.
 6. Reserve the authority to review and audit all books and records to determine whether a given organization is using its allocated funds appropriately. In accordance with the policy and procedures of the Student Government Association and the Committee, should a question of impropriety arise, the Committee and may respond with a number of possible actions.
 - a. The Chairperson may hold or freeze all spending of the allocated monies by the student organization. The account will remain frozen until such time as either a more thorough investigation or an adjustment in the activities of the organization yields a satisfactory resolution of the problem as determined by the Committee or Executive Board .The particular amount of funding that was subject to abuse being revoked, with the incurred cost placed on the student organization, is a potential result following an investigation and/or adjustment.

- b. If substantial misuse of Student Activity Fee is discovered, the Student Government Association Executive Board or the Committee reserves the right to refuse consideration of the offending organization's allocation requests for such a time that is deemed reasonable. Examples of impropriety include, but are not limited to:
 - i. Falsifying numbers or documents presented to the Student Government Association Executive Board or the Committee.
 - ii. Utilizing approved funds for items other than for what they were approved.
 - iii. Dishonestly representing the nature of an event and its activities and hiding what would have rendered it ineligible for funding if the true nature of the event had been known.
 - iv. Creating illegitimate student organizations for the purpose of submitting allocation requests to circumvent the funding constraints put in place by the Student Government Association Executive Board or the Committee.
- c. Organizations that have been determined guilty of such offenses will have due process afforded to them to defend their activities and appeal their suspension from the allocations process.

IX. Allocation Procedures

- A. A student authorized by their respective student organization or club to act in a financial capacity, designated as the "treasurer", shall submit an Allocation Request Form for academic year to Student Government Association office.
 - 1. Receipts for the items that are being reimbursed must be pasted on the back of a reimbursement form and must be submitted within two weeks from the day the items were bought.
 - 2. The Student Government Association Treasurer handles the process of reimbursement.
- B. Organizations that do not adhere to these Guidelines and eligibility requirements for hearing and appeals processes will be subject to loss of funding.
- C. Any further expenditure incurred beyond what is allocated by the Student Government Association Executive Board or the Committee is to be handled at the expense of the club or organization.

X. Organizational Awards

- A. One or a few awards can be created and given to student organizations for various accomplishments throughout the year. The awards will be determined by the Student Government Association Executive Board at the end of the Fall semester entailing the amounts and names of each award.

XI. Guidelines for Amendments

- A. Amendments to these Guidelines require a majority vote of the Senate. The amending process can occur at any point that the Chairperson deems it necessary and appropriate.
 - 1. It is recommended that the Committee be consulted before any change to these Guidelines is made.
- B. These Guidelines may be placed before the Student Government Association for reconsideration at any point that the Committee deems it necessary and appropriate.
- C. These Guidelines remain in effect until the Student Government Association approves new guidelines