

**Towson University**  
**Student Government Association**

8000 York Road  
Towson, Maryland 21252-0001

The Student Government Association would like to welcome you and congratulate you for getting involved! Becoming an affiliated organization of the Student Government Association of Towson University is a pivotal step in having a successful student organization. This packet will provide you with materials needed to get started.

If you have not already, you need to establish contact with the Attorney General of the Student Government Association, Jillian Koller, at [jkolle1@students.towson.edu](mailto:jkolle1@students.towson.edu). Jillian will work with you through each step towards becoming an SGA affiliated group.

This packet outlines the steps to become affiliated as well as provides you with other important information regarding the SGA. Feel free to stop by the SGA's office or the Office of Student Activities with any questions, or email Jillian. The SGA office is located on the second floor of the University Union in Room 226.

**Benefits and Responsibilities of**  
**SGA Affiliated Organizations**

**Benefits:**

- Assigned SGA senator as liaison to SGA
- Mailbox (located in the SGA Office)
- Advertising space in The Towerlight, kiosks, and the campus electronic sign board
- Use of SGA Resource Areas
- Room reservations
- Bulk mailings (charges may apply)
- Copy services (charges may apply)
- Table reservations in the University Union
- Use of University name
- Tax-exempt status
- Supplemental SGA budgets

**Regulations:**

All SGA-affiliated student organizations must adhere to the following:

- Be registered on [Involved@TU](mailto:Involved@TU). Your [Involved@TU](mailto:Involved@TU) page must be kept up-to-date with primary contact information, at least 8 members (15 if budgeted), group description, advisor information, and your constitution. **\*\*If this site is not kept up-to-date your group may be marked as inactive\*\***
- Complete five hours of community service or attend an SGA sponsored philanthropic event (Relay for Life, Town and Gown, TigerThon...) with at least one-third of your organization participating.
- Update your group's constitution every two academic years (you will be contacted when this arises). The SGA must have a copy of your most recent constitution.
- Have an advisor who is a member of the Towson University Faculty or Administration.
- Attend mandatory SGA information sessions throughout the year.
- Require officers to maintain a minimum 2.0 cumulative grade point average during their term of office. More information concerning the GPA requirement is listed under the Academic Criteria for Student Leaders.

## **8 Easy Steps to Becoming SGA Affiliated**

1. A representative from the group must first set up a meeting with Chris Rindosh ([Crindosh@towson.edu](mailto:Crindosh@towson.edu)), Coordinator for Student Organizations. At this meeting the group will be registered on Involved@TU as well as learn about the benefits of being a Prospective Organization (advertising, room reservations, \$50.00 in advertising and recruitment resources...).
2. A representative from the group must fill out the Prospective Organization Form and return it to the SGA office (UU 226). They must also write a constitution and send it via e-mail to Jillian Koller at [jkolle1@students.towson.edu](mailto:jkolle1@students.towson.edu). (The Prospective Organization form and a sample constitution are attached to this packet.)
3. A representative must set up a meeting time with Attorney General Koller to discuss the constitution.
4. Once the constitution is ready, it will go through a two week process. It will first be introduced at the next SGA meeting as new business for senators to review in the following week.
5. During this week, after being introduced, it will be reviewed by the SGA Government Operations Committee where it will receive a favorable, favorable with amendments, or unfavorable recommendation.
6. The constitution will then become unfinished business and be voted on at the next SGA meeting. (Note: Jillian Koller will contact you with the date of this meeting. There must be a representative from the prospective group present at this meeting to answer any questions the Senate has. If there is not a representative present, your constitution will not be introduced to the Senate or voted on for affiliation that week.)
7. The Senate will either vote in favor of affiliation or against affiliation. If your organization is not affiliated at this time, you have the option of resubmitting your constitution. However, prior to resubmitting your constitution, you must wait **TWO** weeks and meet with Jillian Koller to discuss revisions to the constitution. If your organization is affiliated and is interested in obtaining an SGA budget, after **TWO** semesters you may contact the SGA Treasurer, or refer to the Funding Policy for further information on the SGA budgeting process.
8. Once affiliated, you will set up a final one-on-one with Jillian Koller, who will give you a contact sheet, a Newly Affiliated Group Packet, assign you a mailbox, and introduce you to your senator as well as answer any questions you have about getting started. You will also go over the Student Group Handbook which all students are responsible for knowing.

\*\* Tear off from packet and return to the Student Government Administrative Assistant in UU226

**Student Government Association**  
**Prospective Organization Form**  
*(ALL INFO IS REQUIRED)*  
*Incomplete forms will not be processed*

Organization's Name: \_\_\_\_\_

General purpose/objective of the Organization:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student Contact Information:

Name: \_\_\_\_\_ (including middle initial)

TU Student ID #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Local Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

Prospective Advisor Information:

Name: \_\_\_\_\_ (including middle initial)

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Local Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

Prospective Member List (Must have at least 8 undergraduate, Towson Students to become affiliated):

Name (including middle initial)	Student ID #
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____

## A Basic Constitution of an SGA Affiliated Student Group

**\*\*\*This Constitution is only an example. Your group may choose to use this or change it. However, bolded items must appear in your group's constitution, anything not bolded may be changed or deleted\*\*\***

### Article I—Name

The name of this organization shall be \_\_\_\_\_ .

### Article II—Purpose

**The purpose of the club shall be** (a) to foster a wide student interest and participation in activities by providing leadership, programs, and service, and (b) to assist students in developing skills and leadership.

### Article III—Membership

**Section 1- Any fee paying, undergraduate student enrolled in Towson University with at least a 2.0 GPA may become a member of the \_\_\_\_\_ club with voting rights and office holding privileges.**

The club shall determine the standards for membership and the amount of dues to be paid.

**Section 2-** Dues, having been decided on by the club as \$\_\_\_\_\_ per semester, shall be paid by members only.

### Article IV—Executive Officers

**The executive officers of the \_\_\_\_\_ club shall be as follows:** President, Vice President, Secretary, and Treasurer. The aforementioned officers shall constitute the Executive Committee.

### Article V—Duties of the Executive Officers

**President-** To preside at executive committee and general meetings; appoint special committees with the approval of the Executive Board; to present an annual report; and perform other such duties as may be required by the By-Laws or resolutions of the Executive Committee.

**Vice President-** To preside in the President's absence and perform other such duties as may be required by the By-Laws or resolutions of the Executive Committee; plan and organize publicity for activities and special events.

**Secretary-** To attend all general correspondence of the organization; to keep the minutes of all Executive Committee and general meetings; and to preserve the records of the organization. He will also perform other such duties as may be required by the By-Laws or resolutions of the Executive Committee.

**Treasurer-** Supervise the financial administration of all revenue periodically to the Executive Committee and membership on the financial condition of the

organization, and perform other such duties as may be required by the By-Laws or resolutions of the Executive Committee.

#### **Article VI—Elections**

1. **Election of the officers shall take place** yearly during the fourth week of April.
2. **Elections will be chaired by** the outgoing president. He or she may also serve again if elected. If the outgoing president is up for re-election, the advisor will chair elections.
3. **In the event of a tie** a revote will be done.
4. **Any student member is eligible to vote and for nomination as an officer of the Executive Committee who** (a) meets the Towson University SGA eligibility for student office holding which consists of a 2.0 GPA and (b) fulfills the qualification as set up by the Executive Committee.
5. **An officer may be impeached by a 2/3 majority vote if he or she is not fulfilling their constitutional duties.**

#### **Article VII—Amendments**

Amendments to this Constitution may be proposed to the voting membership by majority vote of the Executive Committee or by petition signed by  $\frac{1}{4}$  of the voting membership. **Amendments shall be declared or adopted upon SGA approval.**

#### **Article VIII—By-Laws**

By-Laws, not inconsistent with this constitution, may be adopted or amended by a  $\frac{2}{3}$  majority of the voting members present at any general or special meetings, provided the By-Laws are submitted in writing at least one week previously at either regular or special meetings of the general membership **and upon SGA approval.**