GCSA

EXECUTIVE COUNCIL, PUBLICATION, AND CLUB LEADERSHIP HANDBOOK

2018-2019

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"**Should nothing of our efforts stand, no legacy survive, unless the lord doth raise the house in vain its builders strive.**"

INTRODUCTION

Congratulations! You are in a key leadership position and officially a part of GCSA. Your organization contributes to the overall flourishing of the student body and has the authority and capacity to reach and engage the student body in a unique manner not available by any other group.

The GCSA Student Government welcomes you to this position and wants to provide you with this handbook to help equip you and your organization to carry out its mission. This handbook will serve as a resource to help with anything from the purposes of student government to creating an event.

This handbook also clearly communicates important information and guidelines for your organization. Part of the GCSA Student Government's job is to hold you accountable to carry them out.

The GCSA Student Government is excited for the coming year and it will be a privilege to work with each and every organizational leader (that's you!).

Let the Lord raise the house and all glory be to Christ!

GCSA STUDENT GOVERMENT

What is the GCSA Student Government?

"The GCSA Student Government is the overseeing administration for all recognized student organizations of the College."

We exist to serve you!

GENERAL GUIDELINES

The following information communicates the guidelines, explanations, and considerations that are essential for ALL organizations under GCSA. This section details the relationship between oranzationsl leaders and the function of the GCSA Student Government.

Forum

"The Represenatives to Forum shall grant charters to Chartered Student Organizations in order to integrate the Organization into the larger network of the GCSA ... [and] to establish and sponsor programs, organizations, or events which will enhance the lives of students."

Forum is attended by the Student Government, which includes the Executive Cabinet and Representatives to Forum.

TITLE IX

Notes on Title IX

Gordon is in compliance with Title IX of the Educational Amendment of 1972 and the regulations pertaining there to. This means the College does not discriminate on the basis of race, color, sex, age, disability, veteran status or national or ethnic origin in the educational programs, in the activities in which it operates or in its employment practices. Please refer to Gordon's Title IX Policy.

Your Role

To benefit your organization, the GCSA Student Government has put in place a system of requirements that exist to help you floursish. Your role is to:

Submit a monthly spending report and balance sheet to the Financial Affairs Committee so the GCSA Student Government can keep track of the general fund.

Utilize your advisor. Organizations are required to select an advisor. These advisors need to commit at least one hour a week.

Choose next year's leadership early on. Many organizations can preserve their following and authority by choosing a successor. Failure to do so could lead to inconsistency and poor transitions within your organization, which can lead to its demise.

EXECUTIVE COUNCIL

"The purpose of the Executive Council is to facilitate the major bodies of the GCSA."

The members of the Executive Council are the leaders of Councils, Agencies, and Publications.

Each Executive Council member is required to meet bi-weekly and serve GCSA in the following capacities:

To have knowledge of needs, concerns, and desires of students in relation to your specific area of responsibility.

To propose official legislation to the Represenatives of Forum.

Councils & Publications

Your organizations have some of the largest impact on campus. You are recognized by students as having great authority and responsibility. It is expected that you will not only fulfill your own mission, but also improve upon and enhance your organization's presence on campus.

Agencies

Your organization is charged to effectively provide specialized services to the student body that the institution does not offer.

Current Councils

ADVOCATES FOR A SUSTAINABLE FUTURE
SOCIAL JUSTICE INITIATIVE
STUDENT VENTUES COUNCIL
UNDERGRADUATE RESEARCH COUNCIL
EXIT 17 LIVE

Current Agencies

THE COMMON EXCHANGE
SCOT RADIO
STUDENT DESIGN AGENCY

Current Publications

THE IDIOM
IF I TOLD YOU
PRINCEMERE
THE TARTAN
VOX POPULI
HYPERNIKON

CLUBS

Clubs, more than any other group on campus, have the freedom to discover new ways of enhancing student life. They also have the unique opportunity to serve the campus in any way that affirms the purpose outlined by the GCSA Student Government.

In order to aid in this greater contribution, the GCSA Student Government seeks to support clubs administratively in the following ways:

Authorized use of Gordon College facilities at the discretion of the hosting departments and within the guidelines for facility spaces and other conditions.

Use of GCSA supplies and provisions including office supplies, telephone, named email accounts, photocopying, etc.

Opportunity to participate and promote the group during Orientation, to prospective students, and throughout the year, including advertising
.
Access to the GCSA Resource guide for references and clarification. These resources can be accessed at students.gordon.edu/resources.

Current Clubs

AMERICAN CHEMICAL SOCIETY
BADMINTON CLUB
BATHSHEBAS
BEEKEEPING CLUB
BIOLOGY CLUB
BUSINESS CLUB
COMPUTER SCIENCE CLUB
GO CLUB
GORDON COLLEGE ROUND NET CLUB
INTERNATIONAL JUSTICE MISSION
ISLAND OF MISFIT TOYS
LE CERCLE FRANCAIS
LIFE COALITION
LINGUISTICS CLUB
MASS DEMOCRATS
MATH CLUB
MOCK TRIAL CLUB
MODEL UN
NATURALLY G
ONE CAMPUS
OUTDOORS CLUB
PHYSICS CLUB
PSYCHOLOGY CLUB
REPUBLICAN CLUB
ROCK GYM
SOCIAL WORK STUDENT ADVISORY COMMITTEE
SWING DANCE CLUB
ULTIMATE FRISBEE CLUB

CLUB DEVELOPMENT

The Vice President of Club Development works alongside chartered organizations under GCSA, to answer questions and to help clubs thrive and to ignite interest within the student body on an extracurricular level. The Vice President of Club Development also oversees structure and events within the organizations and works alongside the Executive Vice President to supervise the Executive Councils.

Club Development Committee

This committee works alongside the Vice President of Club Development to assist GCSA organizations and to help construct firm communication channels with GCSA student government and chartered organization leaders. The committee will also assist the Vice President of Club Development to evaluate club performance throughout the year, and to work alongside the Financial Affairs Committee when appropriate.

Communication Team

The Vice President of Communications can work with you on creating a communications strategy, to better get the word out about your project, event, or group (i.e. email in order to make a Chapel Announcement).

The Communications Committee helps the Vice President of Communications to complete all the requests for help that come from Student Government as well as from various GCSA organizations.

New Charter

Questions to consider during the process of chartering:
What is the mission statement of your organization
What are some possible steps to carry out your mission?
What is a strength your group will bring to the student body?
How will you improve upon last year's leadership and organizational goals?

Branding & Communications

As a GCSA Chartered Student Organization, it's important for you to understand your brand. First, figure out your unique purpose. Ask: What do you want to do? How is this distinct? Then, figure out your audience. Who are you for? How will what you plan to do impact the student body? Then figure out specific goals to accomplish your purpose and vision and to reach your audience.

FINANCE & FUNDING

The V.P. of Finance produces and maintains all fiscal aspects of GCSA and chairs the Financial Affairs Committee.

The Director of Business Management is responsible for controlling all accounts under GCSA.

Tax Exemption

As a non-profit, the college is tax exempt. You will not be reimbursed for Tax. When making a purchase you will need to show our MA Tax Exempt form. This is available at go.gordon.edu (Departments > Controller's Office > Forms > MA Tax Exempt)

Requisition Options

Petty Cash Reimbursements under $200, where you paid for an expense of a student organization with your own money.

Check Request – compensate individuals (ex. guests speakers) or services of $200 or more. They are NOT to be used to purchase physical merchandise.

Purchase Order – purchase physical merchandise of $200 or more. This includes, but is not limited to: apparel, uniforms, books, office supplies, etc.

Credit Card Purchase Online Used to purchase items/services online, via payment from the college's credit card.

Financial Requisition forms are to be brought to the Director of Business Management. Financial Requisition forms and further information for each requisition are available at students.gordon.edu/resources.

Before You Spend!

Remember the forum members vote on your budget at the beginning of the year, but you can always request more throughout the year.

All spending must go to enhancing Gordon students in at least two of the following areas: academically, spiritually, physically and/or socially.

Funded organizations must show they have a demonstrable impact in two of the above areas in addition to being unique and original.

Organizational Funding

There are 3 tiers for organizational funding. Each tier has different guidelines depending on its size and impact. Here are the ways they are organized and the guidelines to be aware of:

Campus-wide organizations (Councils, Agencies, Publications)

FOOD CANNOT EXCEED 40% OF TOTAL BUDGET
FUNDS CANNOT BE SPENT ON CAPITAL PROJECTS

Niche organizations (Badminton Club, French Club, Math Club)

FOOD CANNOT EXCEED 40% OF TOTAL BUDGET
SOCIAL EVENTS CANNOT EXCEED 20% OF TOTAL BUDGET
FUNDS CANNOT BE SPENT ON CAPITAL PROJECTS

Competitive niche organizations (Model United Nations, Mock Trial)

FOOD CANNOT EXCEED 40% OF TOTAL BUDGET
SOCIAL EVENTS CANNOT EXCEED 20% OF TOTAL BUDGET
COMPETITIVE FUNDS ARE CAPPED AT $500 PER STUDENT
PERSONAL MERCHANDISE FUNDED BY GCSA IS CAPPED AT $5
FUNDS CANNOT BE SPENT ON CAPITAL PROJECTS

Spending Reports and Budget Considerations

With the monthly spending report and balance sheet, the Financial Affairs Committee, the Vice President of Finance, and the Director of Business Management can be resources to you so you are able to carry out the requirements of your organization properly.

Know your account number! Every organization has one.

Making a spending report and balance sheet is just like balancing a checkbook! Track your expenses against the pre-approved budget so that submitting your monthly spending report will be a cinch! If this is still difficult, don't waste time trying to learn it; this is where selecting a treasurer can come in handy. It is important to be precise in the creation of your budget early on so your expenses accurately match up with your organization's allocation.

An important note on spending. If the percentage of spending consistently falls below 50%, the Financial Affairs Committee has the authority to propose a reallocation of the unused funds. The Representatives to Forum will then vote on the proposed reallocation.

DESIGN SERVICES

Ways to Utilize Student Design Agency

SDA offers free design services to charted GCSA organizations. Your organization is entitled to free branding (including logos), and promotional material designs, such as designs for posters, vinyl banners, digital signage, and stickers. **To start a project request, fill out the form at sda.gordon.edu/request.**

Timelines to consider

PROMOTIONAL MATERIALS WILL BE COMPLETED 2 WEEKS FROM EVERY WEDNESDAY.
BRANDING MATERIALS WILL BE DELIVERED 4 WEEKS FROM EVERY WEDNESDAY.

Printing is not free. Find prices at www.gordon.edu/projectprices.

You can pick up printed promotional materials from the College Creative office in the Physical Plant building (behind Jenks) after you receive a project completion email from design@gordon.edu or Mike Eugenio.

Any additional SDA-related questions? Email sda@gordon.edu.

EVENT PLANNING

Reserving Campus Spaces

If you wish to reserve any campus space, the space must be reserved through 25Live. Any reservations but be made 2 weeks prior to the event date. When making reservation, be specific for help from CTS and make sure to list yourself as the Scheduler and your advisor as the Requestor. The chart below lists possible event locations.

Room	Occupancy
AJ GORDON MEMORIAL CHAPEL	1500
EASTON DINING HALL	360
CHAPEL DINING ROOM	100
PRESIDENT'S DINING ROOM	24
LION'S DEN	16
CSD CONFERENCE ROOM	15
TAVILLA CONFERENCE ROOM	42
PHILLIPS RECITAL HALL	150
CLASSROOMS	VARIES
BOB BOHARIC CONFERENCE ROOM	35
BENNETT CENTER CLASSROOMS	VARIES
BLACK BOX THEATRE	120
BARRINGTON CINEMA	70
STEBBINGS CONFERENCEROOM	30
KOSC CHAIRMAN'S ROOM/ LOGGIA	96
KOSC FLOOR CLASSROOMS	VARIES
STUDENT MINISTRIES CONFERENCE ROOM	18
GCSA STUDENT GOVERNMENT OFFICE	15

Campus Services

There are many services available to aid in executing your event. Some even exist withing GCSA!

CTS

To use any of CTS's services or equiptment, an email detailing what your need can be sent to CTS@gordon.edu. Much of the equiptment requested through CTS requires an additional charge ($35/hour for staff, $10/hour for students). Other setup costs may also be involved. Be sure yo receive an invoice after your event finishes so you can balance your budget accordingly.

Equiptment and services available through CTS:

PROJECTOR FOR COMPUTER
DVD/VCR PLAYER
SCREEN
AUDIO: MICROPHONES, SOUND SYSTEMS
TECHNOLOGY TRAINING
VIDEO/AUDIO RECORDING
NEW CLUB EMAIL

Guidelines for Advertising

Posters must be taken down within 2 days after event occurs.
Posters are not allowed in academic buildings (besides Jenks).

Allowed locations for posters:

LANE STUDENT CENTER (BULLETIN BOARDS AND PILLARS)
JENKS (BULLETIN BOARDS)
A.J. MEMORIAL CHAPEL (ON KIOSK ONLY)
RESIDENCE HALLS (WITH RD PERMISSION)

Digital Signage

IMAGE WILL NOT BE POSTED FOR MORE THAN ONE WEEK BEFORE THE EVENT
IMAGE MUST BE 4:3 IDEALLY 1122X842 PIXELS)
IMAGE MUST BE SAVED AS .PNG OR .JPEG
TO POST AN IMAGE FOR CIRCULATION ON LANE TVS, EMAIL CTS@GORDON.EDU

Catering/Dining Services

All on-campus events requiring catering must go through Dining Services. This process requires a two week notice and a meeting with the head of dining services, Bon Appetit. This is a flexible policy and only really necessary for large/professional events.

Dance Policy

If you are planning a dance, here are some guidleings to be aware of so that it will be comfortable for all Gordon students to attend:

Thematic

EACH DANCE MUST BE BASED ON A THEME. EXAMPLES ARE SWING DANCE, '80S DANCE, DISCO DANCE, ETC. MUSIC MUST BE TASTEFUL.

Monitoring

A STAFF OR FACULTY MEMBER OF GORDON COLLEGE MUST BE PRESENT DURING THE EVENT AS WELL AS A STATE CERTIFIED CROWD MANAGER.

Use of All Facilities

GROUP MUST LEAVE IT CLEANER AND NEATER THAN THEY FOUND IT.

Process for Approval

A REQUEST MUST BE MADE THROUGH 25LIVE AND APPROVED AS A MASTER CALENDAR EVENT BEFORE THE EVENT MAY PROCEED.