



STUDENT ORGANIZATION RECOGNITION

2025-2026 Packet

Instructions: Please review the Student Government Association (SGA) Constitution before submitting this form. You can find these documents at http://www.gbcnv.edu/student_life/sga.html.

Following review of all documents, please drop this form off at the Student Government Association office: 1500 College Pkwy. LCSL 120, Elko, Nevada 89801 or emailed to the Director of Student Life. Once your application has been reviewed by the appropriate committees, a SGA representative will contact you to inform you of your organization status and when your organization status is on the agenda for a vote. The SGA Senate will vote for final approval of the application and funding tier.

If you would like to contact the Student Government Association, you can do so by phone at (775) 237-2329 or by email at sga@gbcnv.edu.

Date	Recognition Type ☐ New ☐ Renewal	
Formal Name of Organization		
President		
First Name	Last Name	Mi
Email	Telephone	
Vice President		
First Name	Last Name	Mi
Email	Telephone	
Secretary		
First Name	Last Name	Mi
Email	Telephone	
Treasurer		
First Name	Last Name	Mi
Email	Telephone	

Membership Roster

NAMES & GBC STUDENT ID NUMBERS

MEETING INFORMATION

Dates
Times
Locations

GBC Student Club/Organization Advisor's Agreement

Thank you for taking the time to contribute to the co-curricular lives of the students at Great Basin College by agreeing to serve as an advisor to a student organization on campus. We hope that your service to the institution will be enjoyable and worthwhile. The Student Government Association encourages you to sign this Advisor's Agreement, which states the expectations that the Student Government Association and your particular student organization has of you as their advisor. By establishing basic expectations at the beginning of this advising relationship, a positive working rapport can easily be built between the club and its advisor. The Student Government Association wishes you a successful year and one that is fulfilling and rewarding.

I, _____, as Advisor to the _____
of Great Basin College agree to:

1. Meet regularly with the student organization's executive board to discuss goals, needs and events.
2. Act as fiscal advisor if the organization receives Student Government Association funding or raises money through fundraisers. The advisor must ensure that the organization spends its funds within established SGA, institutional, and system-wide guidelines and are utilized for the projects listed within the organizational budget.
3. Ensure that the organization files recognition/registration paperwork annually and updates changes in organizational leadership and organization membership when necessary to the Director of Student Life.
4. Attend meetings and activities in accordance with the policies and procedures of the organization.
5. Act as a resource, directing members to appropriate college offices for assistance.
6. Ensure that the organization's actions conform to the College's policies and procedures.
7. Understand that no additional personal compensation will be given as a result of serving as an advisor.

Primary Advisor Signature

Date

Document Checklist

Prior to turning in your completed Student Organization Recognition Packet, please make sure you have included the following items:

Student Organization Recognition Form

Complete Member Roster

Organization Constitution/Bylaws

Meeting Times and Place

If the above documents and training are not completed and turned in, it may take longer for your club to be recognized.

Student Organization Recognition 2025-2026 Packet

Primary Advisor (required)		
First Name	Last Name	Mi
Email	Telephone	
Secondary Advisor (optional)		
First Name	Last Name	Mi
Email	Telephone	
Organization Rationale		
Please detail how your organization will benefit the entire GBC student population:		
Agreement		
I have read and understood the SGA Constitution and the SGA Student Club and Organization Handbook in its entirety; moreover, I have given special attention to the section underlying an organization's formal purpose and its structure.		
President's Signature		Date
Secretary's Signature		Date
Advisor's Signature		Date

For Student Government Association Use Only

☐ Approved

☐ Declined

Date: _____

SGA Vice President Signature

SGA President Signature

SGA Student Advocate Signature

GBC Club Bylaw Guidelines

ARTICLE 1 Section 1: This is where you place the name of your club.

ARTICLE 1 Section 2: This is where you state the purpose for which you are forming the club.

ARTICLE 2 Section 1: Who can be a member of your club?

ARTICLE 2 Section 2: When should members attend the meetings?

ARTICLE 3 Section 1: What is the office position?

Section 1 Part A: What are the duties of that position?

ARTICLE 4 Section 1: When shall potential officers be nominated? When shall elections take place?

ARTICLE 4 Section 2: How shall they be elected (ballot, roll call vote etc.)?

ARTICLE 4 Section 3: How long shall they hold office?

ARTICLE 4 Section 4: This is the statement that no member can hold more than one office within this club during the same time.

ARTICLE 5 Section 1: How often will you have meetings (monthly, weekly, etc.)?

ARTICLE 5 Section 2: If the officers meet separate when will the officers meetings be?

ARTICLE 5 Section 3: Who can call special meetings? How can special meetings be called? How many days notice shall be given to the members?

ARTICLE 5 Section 4: How many people shall constitute a quorum? Do the officers count toward the quorum?

ARTICLE 6 Section 1: Who are the members of the Executive Board?

ARTICLE 6 Section 2: What are the duties of the Executive Board?

ARTICLE 6 Section 3: When shall they meet?

The purpose of article 7 is to state the name and duties of standing committees, committees that function on a yearly basis.

ARTICLE 7 Section 1: Name of committee.

Section 1 Part A: Duties of the committee.

ARTICLE 8: Statement that your club will follow parliamentary procedure (place club name in blank).

Note: Not all of the above may apply to your club. Feel free to change the format of this document to fit your clubs needs. If you have any questions about the meanings or purpose of any part of this document email us at sga@gbcnv.edu.

**GREAT BASIN CLUB
BYLAWS FORM**

**ARTICLE 1
Association**

1. The name of this club shall be _____
2. The purpose of this club shall be _____

**ARTICLE 2
Membership**

1. _____

2. _____

**ARTICLE 3
Officers**

1. _____
 - A. _____

2. _____
 - A. _____

3. _____
 - A. _____

4. _____
 - A. _____

ARTICLE 4
Elections

1. _____

2. _____

3. _____

4. No Member shall hold more than one office at a time.

ARTICLE 5
Meetings

1. _____

2. _____

3. _____

4. _____

ARTICLE 6
The Executive Board

1. _____

2. _____

3. _____

ARTICLE 7
The Committees

1. _____
 A. _____

2. _____
 A. _____

3. _____
 A. _____

4. _____
 A. _____

ARTICLE 8
Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the _____ in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the club may adopt.



FUNDING GUIDE

TIER 1

Clubs with strong membership, high event activity, and proven fundraising capacity

\$4000

TIER 2

Clubs with stable engagement and consistent programming

\$2500

TIER 3

Clubs developing engagement or in early stages of activity

\$1000



WEIGHTS

STUDENT ENROLLMENT

40%

Based on total
number of active
members

\$4000

FUNDRAISING CAPABILITY

30%

Reflects financial
independence
and initiative

\$2500

STUDENT-FACING EVENTS

30%

Measures
contribution to
campus life and
outreach

\$1000



POINTS

STUDENT ENROLLMENT

40 POINTS MAX

5–10 active members: 10 pts

11–19 members: 30 pts

20+ members: 40 pts

FUNDRAISING CAPABILITY

30 POINTS MAX

\$0–\$500: 5 pts

\$501–\$1,500: 15 pts

\$1,501–\$3,000: 25 pts

\$3,001+: 30 pts

STUDENT-FACING EVENTS

30 POINTS MAX

0–2 events/semester: 5 pts

3–4 events: 15 pts

5–6 events: 25 pts

7+ events: 30 pts

TIER 1

70-100 POINTS

\$4000

TIER 2

40-69 POINTS

\$2500

TIER 3

0-39 POINTS

\$1000

Annual Review: Tiers and amounts are re-evaluated each year. The tiers represent a max allocation of \$4000 , \$2500, or \$1000 respectively.

Reporting: Clubs must submit a mid-year and end-of-year report detailing spending, updated enrollment, and events held.

Reallocation Option: Unused funds by Tier 1 or 2 by March 1st may be reallocated to Tier 3 clubs or the SGA with active programming needs. There will not be any rollover of funds from fiscal year to year.