

SGA SAC SOP

The purpose of this document is to outline the standard operating procedures for the Student Government Association's interactions with Auxiliary Services, specifically dealing with the Student Activities Center. This document is broken into general guidelines and a semester-by-semester breakdown, including the summer term.

General Guidelines for all SAC dealings:

- The Student Government Association will provide Auxiliary Services with timely updates regarding the necessary usage of the SAC. All pre-planned bookings that do not happen at regular recurring times will be sent to Auxiliary Services no later than the week before the month the event will take place. These advanced notice bookings will be considered as a priority over student clubs and other organizations.
 - Example: A one-time booking for November will happen no later than the last week of October.
 - For extenuating circumstances or last-minute booking changes, the SGA will be beholden to the same policy as student clubs and will not have priority for these bookings over other clubs.
- Student Government members with SAC access will not enter the SAC unless it is for official purposes, SGA bookings, storage, technical support, equipment inventory, or club aid.
 - All SGA members will be required to check the SAC calendar before entering the SAC.

- The SGA will provide Auxiliary Services with a list of members who will require SAC access, including who the SGA technicians are, once hiring is completed.
 - Club members will be eligible for technician training from the SGA.
 - These names will also be sent to Auxiliary Services.
 - Auxiliary Services will not approve events with untrained technicians.
- The SGA and Office of the Vice President will provide updates on club standing if a club's standing changes during the course of a semester.
 - Information about what different Club standings mean can be found in the SGA Student Club Rules.

Fall Semester SOP:

- The SGA will provide the updated Semesterly Senate Meeting Schedule no later than the last business day of the 2nd week of classes. If the SGA is unable to provide this information, Auxiliary Services will be updated with an explanation and a date on which to expect this update.
- All other SGA events that require SAC access will be scheduled as described in the General Guidelines above.
- Club Registration will open no later than a month into the Fall semester, and will be closed two weeks following that date.
- Auxiliary Services will be notified when the club registration opens; after that point, Auxiliary Services will not approve any club events or SAC access without checking if the club has registered. These emails will be sent to sga.vp@npe.nmt.edu.

- The Office of the Vice President will provide a list of clubs on Propation and Good Standing once club registration has been completed and processed. Until that point, Auxiliary Services will email the Office of the Vice President to determine if the event can be approved. These emails will be sent to sga.vp@npe.nmt.edu.
- A grace period begins for clubs on the last day of the Fall semester, until the first day of Club Registration during the Spring semester. Clubs may hold events during this time if they were in Good Standing from the Fall semester.

Spring Semester SOP:

- The SGA will provide the updated Semesterly Senate Meeting Schedule no later than the last business day of the 2nd week of classes. If the SGA is unable to provide this information, Auxiliary Services will be updated with an explanation and a date on which to expect this update.
- All other SGA events that require SAC access will be scheduled as described in the General Guidelines above.
- Club Registration will open no later than a month into the Spring semester, and will be closed two weeks following that date.
- Auxiliary Services will be notified when club registration opens; after that point, Auxiliary Services will not approve any club events or SAC access without verifying that the club has registered. These emails will be sent to sga.vp@npe.nmt.edu.
 - The Office of the Vice President will provide a list of clubs on Propation and Good Standing once club registration has been completed and processed. Until that point, Auxiliary Services will email the Office of the Vice President to

determine if the event can be approved. These emails will be sent to
sga.vp@npe.nmt.edu.

- A grace period begins for clubs on the last day of the Spring semester, until the first day of Club Registration during the Fall semester. Clubs may hold events during this time if they were in Good Standing from the Spring semester.

Summer Term:

- During the summer, clubs are only allowed to host events with special permission from the SGA Vice President.
- The SGA will be unable to provide technical assistance over the summer term.
- During the summer semester, a newly elected SGA President and Vice President will take office; they will also be beholden to this SOP unless they provide edits to Auxiliary Services. These edits must be approved by the Director of Auxiliary Services and the Student Government President and Vice President before they can take effect.
- The grace period from the Spring semester does continue through the summer.
- The SGA will strive to provide the Fall Senate Meeting Schedule over the summer, with the knowledge that this could change during the first two weeks of the Fall semester as outlined above.