

College Operating Procedures (COP)



Procedure Title: Administration of Student Government Association and Student Clubs/Organizations
Procedure Number: 06-0701
Originating Department: Student Affairs & Enrollment Management

Specific Authority:

Board Policy n/a
Florida Statute n/a
Florida Administrative Code n/a

Procedure Actions: 12/02/14

Purpose Statement: The purpose of the general regulations for SGA and student clubs/organizations is to provide students and administrators with a helpful guide to facilitate the development and maintenance of student-governed led programs and activities.

1. Guidelines

This procedure covers five related areas:

- Section 1** Student Government Association and Student Representation
- Section 2** Student Organizations and Clubs
- Section 3** Procedures for Activities and Events
- Section 4** Marketing and Communication
- Section 5** Student Travel

2. Abbreviations and Definitions

1. Advisor—faculty or staff member who advises a student club or organization
2. Student Club or Organization—(SCO)

Section 1 Student Government Association and Student Representation

The Student Government Association (SGA) serves as the students' voice at Florida SouthWestern State College. There is a Student Government on each campus/center.

The SGA serves:

1. To provide a means whereby members of the student body may express themselves.
2. To provide leadership in coordination of activities of the student body for the benefit of the entire college.
3. To act as a service organization for Florida SouthWestern State College (College)

- A. The SGA is made up of club appointed representatives and elected senators, who coordinate events, service projects and follow through on student issues.
 - B. Representatives confer with their advisor on matters of student interest and concern and promote the general welfare of the student body. All qualified students are invited to participate in SGA by attending meetings and running for office.
 - C. Students are free, individually and collectively, to express their views on issues of college policy and on matters of general interest to the student body.
 - D. The Student Government Association provides a means for participation in the formulation and application of college policy affecting academic and student affairs with the assistance of the SGA Advisor and the appropriate Administrators.
 - E. Proposals for changes in policy, regulations and procedures which affect the student body as a whole are to be directed through the SGA and its Advisor, or the appropriate Administrator.
4. The right of assembly for students is recognized, providing that student gatherings do not disrupt or interfere with orderly educational operation of institution. Such assembly must be in compliance with Florida statutes and college policies and procedures.
 5. Student participation in college programs for accelerated high school students
 - A. Students must meet the appropriate admissions guidelines for Dual Enrollment.
 - B. Dual Enrollment students are welcome to join in college clubs and organizations. These students may hold a club office, but they are not allowed to travel, except with the express permission of the Office of Student Life.
 6. The executive board members of each campus' /center's SGA make up the College-Wide SGA. All extant rules and regulations apply to the CWSGA.

Section 2 Student Organizations and Clubs (Including Student Government Association)

Recognized student organizations at Florida SouthWestern State College are responsible for maintaining the following standards:

1. Each organization must have at least one advisor who is approved by the VP for Student Affairs and Enrollment Management (VPSAEM), and is a full time member of the college staff/faculty. No regularly scheduled meetings of the organization or of its officers should be held without the advisor present, unless he/she has given the organization specific permission to do so. If a special meeting is called, the advisor must be notified two weeks in advance so that he/she can be present, or arrange for appropriate representation.
2. The VPSAEM reserve the right to remove an advisor from his/her position if deemed necessary and in the best interest of the student organization and the College.
3. Membership in student organizations is limited to students of Florida SouthWestern State College.
4. Activities of student groups must be conducted in accordance with city, county, state, federal, and college regulations.
5. All financial transactions must adhere to college operating procedure regarding appropriate expenditures and fundraising.

6. Officers and advisors must attend a club orientation, in order for a club to receive funding each academic year and before making expenditures or holding club activities.
7. The elected student leaders and advisor of the group are responsible for the group and must adhere to college regulations.
8. Clubs must obtain authorization for off-campus trips and/ or activities. An Activity Request Form and all travel forms must be completed and submitted to the Office of Student Life at least four (4) weeks prior to the trip or event. Please see Travel Procedures and Guidelines for additional information (Recommendation 15 students to 1 advisor, do not exceed 20:1).
9. An advisor (designee) must accompany any off-campus trip sponsored by the group. The advisor has the full authority of the college in matters relating to student conduct and student welfare.
10. Club Meetings—All clubs/organizations must comply with the following:
 - A. Secure meeting times and room assignments through the Office of Student Life.
 - B. Conduct at least one monthly meeting. Send a representative to attend Student Government meetings where he/ she will serve as the liaison.
 - C. Submit a short report to the Office of Student Life at the end of the semester.
11. Failure to meet these prescribed standards/regulations may result in:
 - A. Denial of use of college facilities.
 - B. Denial of recognition of the group as an organization.
 - C. Forfeiture of the right to representation in other college organizations such as SGA.
 - D. Denial of privileges/activities (some or all) for a stated period.
 - E. Forfeiture of the right to function as a group, including forfeiture of charter. If there is a violation of regulations, the student or group may have a hearing, according to the Student Code of Conduct.
 - F. Loss of officer status in organization.
 - G. Denial of use of club funds.

Academic Standards for Leadership

Holders of major offices or executive board positions must maintain a 2.5 GPA for the current and cumulative semesters, and maintain and complete at least nine (9) credit hours in the fall and spring semesters during their term. To participate in a conference and travel in the name of the college, students must maintain at 2.0 GPA for the current and cumulative semesters, and maintain and complete at least six (6) credit hours in the fall and spring semesters.

How to Organize a Student Club/organization at Florida SouthWestern State College (Also see Petition for Organization section of manual)

1. Students are encouraged to join or organize associations for educational, political, social, religious, or cultural purposes as long as they are in keeping with the philosophy and objectives of the college.
2. To become an official college organization, follow these steps:
 - A. Secure a Petition for Organization form from the Office of Student Life on your campus.

- B. Submit the completed petition, which should include a list of prospective advisors and a draft of a club constitution, and any other information which may be needed, to the Office of Student Life on your campus.
- C. The Office of Student Life will review the constitution with the SGA Executive Board.
- D. If the constitution is in proper form, grammatically correct, and not in conflict with the college's Student Code of Conduct, it will go before the SGA Senate.
- E. A representative from the organization will be notified of the date and time of the Senate meeting. It is strongly encouraged that potential members and advisor of the prospective organization be present at the Senate meeting to address any questions.
- F. If approved, the organization will be provided with a club manual, advisor packet, and club account. If denied, the Senate will apprise the pending organization of the next steps to be taken in order for the club to reapply.
- G. If a club/organization becomes inactive and remains inactive over a two year period, then the club account will be closed. For a club to be reactivated, the club will need to reapply to be officially recognized by Florida SouthWestern State College.

Section 3 Procedures for Activities and Events

This document is intended to provide activity and event procedures for student clubs and organizations, providing definition of terms, lists of required forms, and guidelines for budget procedures.

1. **Definition**—A Student Life function is defined as an activity, entertainment, lecture, fundraiser, etc. sponsored by a college-approved student group, designed to promote growth and development of students.
2. **Approval of Function**—All functions must be approved at least two weeks in advance of the event. The correct procedures are as follows:
 - A. Clear the date on the campus calendar with the Office of Student Life and with the advisor.
 - B. Complete Activity Request Form from the Office of Student Life.
 - C. Completed forms must be submitted four weeks prior to the event. No plans or preparations should be made until all forms have been approved.
3. **Conduct**—Organizations assume responsibility for all participant conduct:
 - A. Only registered students and their guests may attend college events sponsored by student organizations, unless by special invitation of the group.
 - B. Attire should be appropriate for a college-sponsored public event.
 - C. Any functions sponsored by or held in the name of a recognized student organization must abide by all regulations stated herein, whether the function is held on or off the college campus.
 - D. Use or possession of alcohol and /or drugs by a student or advisor during any college-sponsored activity is prohibited. Violation of this policy can result in disciplinary action.
4. **Financial Transactions**—All expenditures from club funds must be approved by the organization.

- A. The officers and advisor of a student organization are responsible for ensuring that the group observes the financial policies and procedures of FSW. The advisor has the duty of informing officers of the purchasing regulations. The advisor is held responsible for collecting and depositing all funds in FSW's Cashier Office by the next business day.
- B. No organization is allowed to have an outside account and if an organization is caught with one, the official status of the organization will be revoked.
- C. All fundraising must be approved by the Office of Student Life prior to collecting funds, and funds collected must be deposited into club accounts by the next business day. Some types of fundraising are not allowed under Florida Statute.
- D. Each academic year, club officers and advisors attend an orientation workshop which includes review of related policies and procedures.
- E. Clubs are permitted to raise money through dues, candy sales, bake sales, car washes, etc. with prior approval from the Office of Student Life (No fundraiser should be in direct competition with college contractors including the bookstore or food services).

Budget Procedures

Once a student organization is officially recognized by FSW, it is entitled to an account (Fund 6) within the college. These funds are held by the college's Office of Financial Services and are accountable to certain guidelines. Note—Student organization accounts do not generate interest.

Accounts

1. Set up—an officer and advisor should contact the appropriate Student Life staff member and request that an account be opened for that organization.
2. Approval—the budget administrator's signature must be on all budget paperwork before it can be approved. In addition to this, the officer and advisor must also validate the financial transaction with their signatures. Note—The club advisor should be listed as the college contact person for any student organization's order placed with a vendor.

Transactions

There are three types of transactions that clubs may utilize: Check Request, Petty Cash, and Deposit Memos.

1. **Check Request**—complete and submit the Check Request form with supporting documents to the appropriate Student life staff member. A check request must not exceed \$250.00. To make a purchase, clubs should request a quote from the vendor; then, complete a Check Request form, and attach it to the quote. This should be submitted to the Office of Student Life. Student Life will forward it to the Office of Financial Services where a check will be produced for the vendor. A check is normally ready within two weeks. The Office of Financial Services will mail the check to the organization/ recipient or release it to the individual specified on the form. Please be sure to keep a copy for your records.
2. **Petty Cash**—Expenses totaling \$50 or less may be reimbursed immediately through petty cash. Obtain a Petty Cash Form and signatures from the club advisor and budget administrator. Submit the form with the original receipt attached to the Cashier for

reimbursement. A copy must be given to the Student life staff member for bookkeeping purposes. Please be sure to keep a copy for your records.

3. **Deposit Memos**—Deposits can be made on any campus through the Cashier. Any money collected through fundraising must be deposited within 2 business days after the event is completed. Deposit Memo Forms are available in the Office of Student Life. These may be submitted to the Cashier with cash or checks for deposit into club accounts. Checks must be made out to the student organization and Florida SouthWestern State College (e.g., Environment Club / Florida SouthWestern State College). The white copy of the Deposit Memo will be retained by the Cashier's Office and the yellow copy is to be returned to the Office of Student Life.

Section 4 Marketing and Communication

I. Communication & Publicity Procedures for Student Clubs & Organizations

Student Clubs and Organizations have various avenues for communicating opportunities for involvement with the greater student body. Some are more effective than others, and the Office of Student Life can be consulted for advice on the best way to publicize club activities. In all club communication and publicity, there are several procedures in place:

All publicity must be approved by the club's/organization's advisor and Office of Student Life. Clubs or student organizations that wish to utilize college-owned platforms for publicity or mass communication may be denied if:

- A. unapproved by the advisor,
 - B. deemed to be in poor taste or reflect poorly on the college, or
 - C. failed to follow guidelines below. (Organizations and clubs may face disciplinary actions, including the denial of future activity requests. When in doubt, consult the Office of Student Life!)
1. **Portal Calendar**—the Portal calendar is utilized by and visible to all students, faculty, and staff at Florida SouthWestern State College. It is the classic “calendar of events,” and it is one of the best ways to promote a meeting, activity, or event. Only certain administrators at the College are able to post items on the Portal calendar. Student Life staff have this privilege. If you wish to have something posted to the Portal calendar, you should make this request on the Activity Request Form and turn it in to the Office of Student Life. To have regular club meetings posted, it is not necessary to turn in an Activity Request Form for each meeting; check with your campus' Office of Student Life to see how they would prefer you request this. You may also contact the Office of Student Life via email about having something posted; be sure to include all available information and details of the activity.
 2. **Flyers and Posters**—Clubs must create their own flyers for the Office of Student Life to print. All flyers and posters must be approved by the advisor and the Office of Student Life. Flyers/posters should be of high quality. Student Life reserves the right to deny the production and distribution of any flyers/posters.

- A. Any materials placed on prohibited surfaces e.g., windows, walls, doors, vehicles, etc. will be removed immediately by building maintenance personnel or by Student Life staff. Consult the Office of Student Life on your campus to understand prohibited locations. The sponsoring organization is responsible for removing the materials within 24 hours following the activity.
3. Mass Email and Portal Announcements. If you would like a mass email or portal announcement sent out, consult the Office of Student Life. The advisor must approve the text.
4. Social Networks (Facebook, etc.)
(PLEASE CONSULT STUDIO FSW.)
5. Off-Campus/Community Publicity
(PLEASE CONSULT STUDIO FSW.)

Section 5 Student Travel

Student Travel Procedures

Student clubs/organizations must complete several steps before travel can be authorized.

There are forms that the advisor must complete before and after traveling. Office of Student Life cannot fill these out for the advisor. Each advisor must complete his/her own paperwork.

1. **Travel Authorization Form**—Travel Authorization Forms (TA) must be completed before all trips and conferences (to be considered official and to use club funds to cover expenses). The advisor must complete a TA for the group (Recommendation 15 students to 1 advisor, do not exceed 20:1). The form must list the names of all students who are traveling. A copy of the event/conference agenda or appropriate documentation must accompany the TA. The TA (only the authorization form—not the reimbursement forms) should be completed and submitted to the appropriate student life staff member prior to departure (at least four weeks before). If authorization forms are not submitted within four weeks of departure, the trip may be denied.
2. **Travel expenses**—Use the Check Request form to initiate the cutting of a check for any purchase that does not require a purchase order.
3. **Academic Requirements**—Students intending to travel with a club, SGA, or in the name of the college must meet the following requirements: Club officers or executive board positions must maintain a 2.5 GPA for the current and cumulative semesters, and maintain and complete at least nine (9) credit hours in the fall and spring semesters during their term. All other students must maintain at 2.0 GPA for the current and cumulative semesters, and maintain and complete at least six (6) credit hours in the fall and spring semesters. The Notice of Class Absence Due to Activities form should be submitted four weeks in advance for all students planning to travel.
4. **The Code of the Road**—Delegate Contract sets the guidelines for club members on off-campus excursions. All FSW student organizations are responsible for using the Code of the Road. It should be read and signed by all trip attendees, then submitted to the appropriate advisor or designee traveling with the group. This form allows the student to

receive medical attention, emergency contact, and informs the student that he/she is still held accountable for adhering to the Student Code of Conduct.

5. **FSW Students and Advisors Only**—Club/organization sponsored trips are for members of that organization and advisor (college-official) only.

Advisor Responsibilities for Off-Campus Travel Form—The club advisor must read and sign the Advisor Responsibilities for Off-Campus Travel Form and submit it to the appropriate Student life staff member four weeks prior to departure.

1. **Transportation**—Members of clubs/organizations may use college vehicles, rental vehicles, commercial transportation, or their personal vehicles for trips and conferences. Specific stipulations apply to each mean of transportation.
2. **College or Rental Vehicle**—No student may drive a college vehicle or rental on behalf of the college or any club/organization unless that student is an employee of the college. Only full-time employees who are 18 years of age or older holding a valid Florida driver's license may drive college-owned or rental vehicles. (COP 08-0829)
3. **Personal Vehicle**—If a student has the permission of the appropriate student life staff member and the advisor to drive his/her own vehicle (not a rental or college vehicle) to a trip/conference, the student's own insurance should provide coverage.
4. **Public Transportation**—Commercial transportation includes air, train, bus and boat, the appropriate Student life staff member and/or advisor should always be consulted prior to making any reservations. All proper paperwork must be submitted before arrangements are made.

The college uses a Travel Authorization Form for students and staff travel. Should anyone or any organization need reimbursement for hotel, gas, parking, tolls, transportation, etc., the Travel Expense Reimbursement Form BO-002 must be completed and submitted to a student life staff member after returning from the trip. Be sure to submit original receipts two weeks after trip for all expenditures that require reimbursement. It is a good idea to make a copy of the original receipts for the club/organization's treasurer and advisor for record keeping purposes.

Pay in Advance

Student organizations are encouraged to pay for as many expenses as possible before the trip. Expenses for conference registration, hotel, commercial transportation, and rental car are paid in advance by submitting Request for Payment.

1. Check Requests or Purchase Requests should be
 - A. Made payable to the vendor.
 - B. Indicate the names of students being registered and the cost for each.
 - C. Submitted to the Office of Student Life with two copies of the conference registration form.
2. The Accounts Payable department will settle the expenses on behalf of the organization (Club accounts are not tax exempt).

3. When the organization returns from the trip, the Travel Expense Reimbursement Form BO-002 is completed with exact figures for expenses. The total amount owed the traveler or owed the college will be evident on the Travel Expense Reimbursement Form BO-002 and documented by attaching the original receipts.

Pay upon Return

The college will pay the amount due to the traveler or creditor. The total amount due should be evident on the TA form located in the student travel packet and supported with original trip receipts.