



## General Regulations for Clubs and Student Organizations

### Student Organization Standards

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

- I. Each organization must have at least one advisor who is approved by their supervisor and is a 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 far enough in advance so that he or she can be present, or arrange for an appropriate representation.
- II. Membership in student organizations is limited to students of Edison State College.
- III. Activities of student groups must be conducted in accordance with city, county, state, federal, and College regulations.
- IV. The elected student leaders and staff advisor of the group are the administrative coordinators of the group and must adhere to College regulations.
- V. 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 appropriate Student Life Department staff at least two (2) weeks prior to the trip or event. Please see Travel Policies for further information (for trips, the College suggests no more than 15 students per advisor).
- VI. An advisor or proxy 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.
- VII. Club Meetings. All clubs/organizations must comply with the following:
  - a. Secure meeting times and room assignments through the Student Life Office.
  - b. Conduct at least one monthly meeting.
  - c. Send a representative to attend Student Government meetings where he/ she will serve as a liaison between the two.
  - d. Submit typed minutes from all club meetings to the Student Life Office after each meeting. This will prevent duplication of programs/events among clubs and assist in sharing beneficial information.
- VIII. Failure to meet these prescribed standards or infraction of these regulations results 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 of some or all Student Life activities for 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 and Responsibility.

- f. Loss of officer status in organization.

### **Academic Standards for Leadership**

- I. To hold minor offices in the Student Government Association or in student clubs, students must have a minimum 2.0 GPA for the receding semester and a cumulative 2.0 GPA and complete a minimum of six (6) semester classroom credit hours.
- II. Holders of major offices or Executive Board positions must maintain a 2.5 GPA for the current and cumulative semesters, maintain and complete at least nine (9) credit hours in the Fall and Spring semesters during their appointment. Dual enrollment students are not permitted to hold an Executive Board position.

### **Student Government Association and Student Representation**

The Student Government Association (SGA) is the student's voice at Edison State College. There is a Student Government Association on each of the three campuses. The SGA serves:

- I. To provide a means whereby members of the student body may express themselves.
- II. To provide leadership in coordination of activities of the student body for the benefit of the entire College.
- III. To act as a service organization for Edison State College
  - » The SGA is made up of club appointed Representatives, and elected Senators, who coordinate events, service projects and follow through on student issues.
  - » 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.
  - » 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.
  - » 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 Administrator.
  - » 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.
- IV. 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.
- V. Student Participation in College Programs for Accelerated High School Students
  - a. Students must meet the appropriate admissions guidelines for Early College, Early Admissions.
  - b. Dual Enrollment/Early College/Early Admission students are welcome to join in college clubs and organizations.

**How to Organize a Club at Edison State College**  
**(Also see “Petition for Organization” section of manual)**

- I. 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.
- II. To become an official college organization, follow these steps:
  1. Secure a Petition for Organization form from the Student Life Specialist on your campus.
  2. Submit the completed petition, which should include a list of prospective faculty advisors and a draft of a club constitution, and any other information which may be needed, to the Student Life Specialist on your campus.
  3. The Student Life Specialist will review your constitution with the SGA Executive Board.
  4. 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.
  5. 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.
  6. 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 be approved.
  7. 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 (by following Steps 1-3 above) to be officially recognized by Edison State College.