

2008-2009
Student Activities Handbook
for
Student Government Clubs, Organizations and
Advisors



Celebrating 40 Years of Excellence in Education

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General

Student Activities Procedures

Title: Student Activities Handbook	Identification: 3.500
Page: 1 of 1	Effective Date: July 28, 1987

I. General

This handbook is designed to familiarize members of organizations and their advisors with College policies and, where necessary, the state laws and regulations that pertain to an organization in an atmosphere of higher learning. Adherence to these policies is a necessary prerequisite for the effective operation of any club or organization.

- A. For students to actively participate in the programs and activities of the College and to be part of a responsible student body, they must be informed of College policies and state laws and regulations which apply to their organizations.
- B. This information has been gathered together into the **Student Activities Handbook** and will be updated on an “as needed” basis.

II. Objective

To familiarize members of student organizations and their advisors with College policies and pertinent state laws and regulations.

Student Activities Procedures

Title: Student Activities Philosophy	Identification: 3.501
Page: 1 of 1	Effective Date: August 15, 2006

The philosophy of Hillsborough Community College encourages student participation in extracurricular activities and organizations. Many organizations dedicated to student activities have been formed, duly recognized, and chartered on campus. All such organizations must be approved by the Student Government Association, the campus Student Activities Advisor, the campus Dean of Student Services, the campus President and the Vice President for Student Services and Enrollment Management to be eligible to receive student activities funds.

It is the responsibility of each organization, its members, advisors, and/or sponsor(s) to comply with regulations by which the organization was chartered. The actions of individual members, clubs, or organized activities reflect on the overall image of the College.

Each club member, advisor, and/or sponsor is a representative of Hillsborough Community College and should strive to mirror the image of their College and campus at all times, bringing respect and admiration to their College and their organization.

Student Activities Procedures

Title: Student Activities Objectives	Identification: 3.502
Page: 1 of 1	Effective Date: August 2000

I. General

The goal of higher education and student activities programs is to provide avenues for the individual to develop greater self-understanding, greater sensitivity in working with others, and rational and logical thinking in problem solving situations. Student activities seek to respond to the changing needs and greater welfare of students.

II. Objectives

1. To provide the opportunity to experience self-government and the function of democratic representation.
2. To provide experience with group processes and organizational behavior.
3. To help students improve their concept of self-worth and emotional well-being.
4. To relate theoretical knowledge to experiential learning.
5. To create opportunities for leadership.
6. To assist in effective group/individual responses to social change and problems.
7. To foster creative and critical expression.
8. To provide opportunity for meaningful learning and to appreciate various aspects of our cultural and intellectual heritage.
9. To facilitate the achievement of well-being through physical activity and recreation.
10. To stimulate the creation of new learning environments and options.

Student Activities Procedures

Title: Bill of Student Rights	Identification: 3.503
Page: 1 of 1	Effective Date: December 19, 1982

I. **General**

HCC exists to provide for the educational development of all students enrolled at the institution as well as the general well-being of society. As members of the academic, technical and occupational communities, students are encouraged to develop the capacity for critical judgment and to engage in an independent search for truth. The College will implement administrative procedures to insure academic freedom at the institution.

The admissions policy of HCC is an Open Door Policy for all qualified students. No student will be barred from admission based on race, sex, marital status, national origin, age, color, or disabled status. The College facilities and services will be available to all students who are enrolled at the College.

Instructors will encourage free discussion, expression and inquiry, both in the classroom and in conference. Student performance will be evaluated solely on academic basis, not on opinion or matters unrelated to academic standards.

Student Activities Procedures

Title: Standards of Conduct	Identification: 3.504
Page: 1 of 2	Effective Date: November 2005

I. General

The purpose of this procedure is to establish standards of conduct, which Hillsborough Community College students and staff must follow, in order to engage in college sanctioned/related activities. The term “activities” applies to all on-campus and off-campus activities that are considered school activities, such as officially sanctioned conferences or field trips.

II. Procedures

- A. Each staff member and student at HCC is subject to federal and state laws, county and municipal ordinances and all administrative rules and procedures of the College. It is the responsibility of each organization, its members, advisors, and/or sponsor(s) to comply with the minimum standards of conduct delineated by the Federal Department of Education, the Florida Department of Education and the Florida Community College Activities Association.
- B. When a staff member or student is attending or representing the College at a college-related event, he/she must strive to follow their college’s policies and bring respect and admiration to their College, campus and organization. It is imperative that employees and students do not engage in the possession, use or distribution of alcohol or illicit drugs on school premises, property, or as a part of any approved activity, such as a conference or field trip. (Do not drink or take drugs while you are participating or chaperoning an activity, which the College has sanctioned.)
- C. The Code of Student Conduct is a set of regulations to govern student conduct at Hillsborough Community College. The HCC Student Handbook includes a copy of the Code of Student Conduct.
- D. A student who allegedly violates one or more of the regulations as outlined in the Code of Student Conduct will be subject to the College imposed penalties.

Student Activities Procedures

Identification: 3.504	Page: 2 of 2	Effective Date: November 2005
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- E. A student who is found to be in violation of published public laws will be handled by the appropriate authorities. The College will cooperate with law enforcement agencies.

Refer to the Student Handbook and Academic Planner.

Student Activities Procedures

Title: Hazing	Identification: 3.505
Page: 1 of 2	Effective Date: November 2005

I. General

In accordance with Section 1006.63, F.S., students are prohibited from engaging in any kind of hazing action or situation on or off campus which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into, affiliation with, or participation in any organization operating under the sanction of the College.

II. Procedure

The College shall not tolerate hazing on any College property, or at any College-sponsored or College-affiliated event, on or off-campus.

- A. Any College organization, which authorizes or participates in hazing in blatant disregard of this procedure shall be penalized and denied future funding and club approval.
- B. Hazing includes but is not limited to:
 - 1. Physical brutality such as whipping, beating, and/or branding;
 - 2. Forced calisthenics;
 - 3. Forced consumption of food, liquor, drugs or other substances;
 - 4. Forced physical activity which could adversely affect the physical health or safety of the student;
 - 5. An activity which may subject a student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which would result in extreme embarrassment or any other forced activity which may affect the mental health or dignity of the individual.
- C. Each College organization/club advisor shall be responsible for informing their organization/club of this SGA procedure and the appropriate College Administrative Procedure, which outlines student conduct and the violation thereof.
- D. Student clubs/organizations shall be required to incorporate the College's anti-hazing policy in its bylaws.

Student Activities Procedures

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The Chad Meredith Act (HB 193)

Amends: ss. 1001.64, 1006.63, F.S.

Effective: July 1, 2005

This bill expands the definition of hazing as it applies to postsecondary institutions and creates language defining and prohibiting hazing in high schools. The bill defines “hazing” to mean any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student at a high school for purposes including, but not limited to, initiation or admission into, or affiliation with, any organization operating under the sanction of a high school. “Hazing” includes, but is not limited to, pressuring or coercing the student into violating state or federal law, any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity that could adversely affect the physical health or safety of the student, and also includes any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student. “Hazing” does not include customary athletic events or other similar contests or competitions, or any activity or conduct that furthers a legal and legitimate objective.

The bill creates new criminal offenses specific to hazing at the high school or college level. The bill provides that it is a first degree misdemeanor to commit an act of hazing that creates a substantial risk of physical injury to death. The penalty increases to a third degree felony if the act of hazing actually results in serious bodily injury or death. In addition, a sentencing court must order the defendant to complete a 4-hour hazing education course and may also impose a condition of drug or alcohol probation. These new criminal offenses do not preclude prosecution for a more general offense resulting from the same criminal episode. In addition, the bill provides that certain general defenses to a criminal action are not applicable to the crime of hazing, particularly, whether the consent of the victim was obtained, whether the hazing was sanctioned or approved as an official event, or whether the hazing was done as a condition of membership.

Student Activities Procedures

Title: Discipline of Students	Identification: 3.506
Page: 1 of 1	Effective Date: December 19, 1982

I. **General**

The purpose of this procedure is to establish guidelines regarding the discipline of students.

II. **Procedure**

Each student enrolled at HCC is subject to federal and state laws, county and municipal ordinances, as well as, the administrative rules and procedures established by the institution. The College will cooperate with public authorities regarding alleged violations of public laws and ordinances. The College will protect its educational purpose through the reasonable regulation of student conduct and the implementation of disciplinary rules and procedures. This procedure will insure that any interference with the orderly operation of the College will be handled in an expeditious manner.

The Campus President through the campus Dean of Student Services will be responsible for maintaining the discipline of students.

Student Activities Procedures

Title: Student Grievance Procedure	Identification: 3.507
Page: 1 of 1	Effective Date: April 2007

I. General

The purpose of this procedure is to insure that student grievances are heard and acted on in a fair and equitable manner consistent across campuses.

II. Procedure

The campus Student Activities Advisor will appoint two student committee members. These members can be from the general student body or from the SGA Senate.

The grievant is solely responsible for invoking this procedure.

Refer to the Code of Student Conduct and Disciplinary Procedure.

Student Activities Procedures

Title: Leadership Retreat and Leadership Seminar	Identification: 3.508
Page: 1 of 1	Effective Date: August 2003

I. General

The purpose of this procedure is to establish a routine for the training of student leaders.

II. Procedure

- A. During the summer all Campus Executive Board members (i.e., President, Vice President, Secretary, and Treasurer) will attend a Leadership conference and/or retreat.

This leadership retreat is designed to train new officers in the area of College policies and procedures; to develop skills such as ethics, negotiations, communications, fiscal responsibility; and to create and coordinate events for the upcoming year.

- B. In mid to late September, a Club Organizational meeting will be scheduled for all campus club executive board officers and their advisors.

Attendance is mandatory. Club eligibility for student activities funding is contingent upon meeting with the Student Activities Advisor.

The meeting will cover all college policies and procedures and will serve as a vehicle for an exchange of ideas and as a means of developing commonality.

- C. Each campus Student Activities Advisor will schedule and conduct a Fall Leadership Seminar on their campus.

Student Government Association

Student Activities Procedures

Title: Student Government Association	Identification: 3.600
Page: 1 of 1	Effective Date: August 27, 1993

All students are members of the Student Government Association (SGA). The SGA is the medium through which students can actively participate in the programs and policy-making procedures of the College. It serves as the means of communication between students and the administration.

It is the goal of the college to have a SGA established for each campus. Each campus will have its own Executive Officers and Legislative Branch. It is hoped that this will create an atmosphere of participatory student governance that will result in greater student participation in student clubs and organizations as well as in student government.

Student Activities Procedures

Title: Student Government Association Constitution	Identification: 3.601
Page: 1 of 5	Effective Date: July 2008

Preamble

We, the students of Hillsborough Community College, hereby establish the Hillsborough Community College Student Government. The Student Government shall provide the means for students to express an official voice in the programs of the college which affect their spiritual, intellectual, social, economic, and physical welfare; to assist in the coordination and regulation of activities of students for the benefit of the educational community; to stimulate and improve democratic living and self government, recognizing the equal rights of all individuals and the value of their participation in the betterment of the student community; and to promote the high ideals of the college community.

Article I - Name

The name of this organization shall be the Hillsborough Community College Student Government Association.

Article II - Membership

All students registered and matriculated at Hillsborough Community College shall be members of this Student Government and shall be subject to this Constitution and all subsequent Student Government Statutes.

Article III - Purpose

The purpose of this organization shall be to:

- A. Provide a formal structure to initiate and review college policies and procedures with emphasis on the student point of view.
- B. Provide a means whereby student activity funds may be distributed in such a manner as to benefit all segments of the student body.

Article IV - Organization

The Student Government Association of each campus shall consist of the following:

Student Activities Procedures

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- A. Officers:
All elected positions of the SGA - President, Vice President, Treasurer, and Secretary.

- B. Senators:
Representing the student body on each campus, up to a maximum of 35 senatorial positions can be filled. A minimum of 10 positions is needed on each campus for adequate representation.

- C. Representatives:
Each approved club or organization is entitled to one voting representative.
 - 1. Each recognized club or organization will have one (1) voting representative and two (2) alternates to represent their organization in SGA (only one representative needs to be present at each meeting).
 - 2. Club Representatives are responsible for communicating to the members and advisors of their respective clubs all notices, decisions, and discussions that take place in the meetings. It is not the SGA's responsibility to make club members or advisors aware of the content of the SGA meetings.

- D. Conflict of Interests:
 - 1. A club is represented by one member who can be, but does not have to be an officer of whatever club he/she represents. However, if a person is on the Executive Board for SGA (President, Vice President, Secretary, or Treasurer), then he/she is at the meeting, as an Executive Board Member and cannot represent a club for roll call or voting. No member of the SGA Executive Board may hold any office in any club.
 - 2. If a person is a senator and a club member, then that person must choose before the meeting if he/she is at the meeting as a senator or club representative; he/she cannot be both. If he/she comes as a club representative, then he/she will be counted absent as a senator and vice versa. An alternate, previously identified as a club

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representative, can be contacted to represent their club if the voting club member is fulfilling other duties.

Article V - Elections

- A. Shall be finalized by the twentieth day of the fall and Spring Terms.
 - 1. Those students elected in the Fall Term, and have the required grade point average, are not required to be re-elected in the spring.
 - 2. Senate elections for the Spring Term will be held on an as needed basis.
- B. Shall be held at each campus.

Students may vote using the following criteria:

- a. Show a picture identification.
- b. Sign for ballot.

Article VI - Eligibility

- A. Must maintain at least half time enrollment (6 hours) at the college. A minimum of six (6) credit hours must be at their home campus.
- B. The Executive Board nominees are selected from the General Committee (Senate and club representatives) and are elected by the student body.
- C. Must be a student in good standing and maintain a cumulative 2.0 grade point average (GPA) inclusive of college prep courses to hold the office of student representative.
- D. Must be a student in good standing and maintain a cumulative 2.5 grade point average to hold an executive office.
- E. Must have a cumulative 2.5 GPA to travel utilizing student activities funds.

Article VII – Removal from Office

Section I: Violation of Hillsborough Community College Policies and Procedures

Any student elected to SGA who violates Hillsborough Community Policies and Procedures will be removed from SGA after all administrative or disciplinary procedures have been exhausted. This will include violations of the Student Code of Conduct. An officer who is removed from office will not be eligible for the stipend that is attached to

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their position.

Section II: Impeachment

Any student may be removed from office for reasons other than those stated in Section I. Those reasons may include but are not limited to failure to uphold the duties or responsibilities of their office as outlined in the most current Student Activities Handbook for Student Government Clubs, Organizations and Advisors.

- A. Should any student or Student Government entity wish to bring up an impeachment investigation against another Student Government entity, they will need to submit a memo detailing the alleged offenses to the Student Activities Advisor and/or Dean of Student Services.
- B. If the accusation is determined to be valid by the Student Activities Advisor or Dean of Student Services, the Senate Body from the campus of the accused in question will form a committee comprised of three senators. A non-student advisor will be chosen by the committee to serve as a tie-breaking committee member and to assist in the facilitation of a fair process.
- C. The committee will follow the Standard Operating Procedure for Impeachment as follows:
 - 1. Review the written statement from the accuser.
 - 2. Interview the accuser and accused at separate meetings. The meetings will be recorded.
 - 3. Collect any additional information needed to conclude a decision.
 - 4. Each week, the Committee Review Board will be required to provide a status report to the Senate Body.
 - 5. Once the committee concludes a decision, the committee will submit a written memo to the Student Activities Advisor and Dean of Student Services. Thereafter, the committee will report the results to the Senate Body.

Should the committee recommend impeachment; the accused will be immediately removed from their position as a SGA representative. The committee will dissolve at the conclusion of the results.

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Article VIII - Amendments to the Constitution

This constitution may be amended by three-fourths (3/4) vote of the students voting on all four campuses.

Student Activities Procedures

Title: Student Government Association Standing Rule	Identification: 3.602
Page: 1 of 1	Effective Date: August 15, 2006

I. General

The Student Government Association is governed by Florida State Statutes, State Board of Education Rules, Florida Community College Activities Association Procedures, HCC Administrative Procedures and Rules and the HCC Student Government Constitution.

The parliamentary authority for all SGA business is the most current edition of *Robert's Rules of Order*.

II. Objective

Each campus SGA may adopt Standing Rules that are pertinent to the needs of its campus.

III. Procedure

A copy of the Standing Rules adopted by a campus must be on file in the campus Student Activities Advisor's Office for future reference.

A periodic review of the rules must be performed. This will normally take place during the Fall Term of each academic year.

Copies of the Standing Rules adopted by each campus should be mailed to the respective campus Dean of Student Services and the district Vice President for Student Services and Enrollment Management.

Standing rules will neither be in conflict with nor supersede any College and/or SGA District-wide policies, procedures, or rules.

Student Activities Procedures

Title: Term of Office for SGA Executive Board Members	Identification: 3.603
Page: 1 of 1	Effective Date: September 27, 2004

I. General

To clarify the term of office for all Student Government Association Executive Board Members (i.e., President, Vice-President, Secretary, Treasurer).

II. Objective

The Student Government Associations are based on a democratic form of government and, as such, will insure that democracy is enhanced and expanded.

III. Procedure

- A. All Student Government Association Executive Board Members will be elected in late April.
- B. New Executive Board Members may assume office at the conclusion of the Spring Term.
- C. Executive Board Members are limited to holding any position (President, Vice-President, Secretary or Treasurer) for one year (May through April) at any campus.
- D. Once elected as President they cannot serve as the President or in any other Executive Board (i.e., Vice-President, Secretary, Treasurer) position in future years. This will not exclude them from seeking a seat in the Senate or as a Club Representative.
- E. If a student graduates from Hillsborough Community College, he/she may not hold an elected position (i.e., Executive Board, Senator, Club Representative) in the Student Government Association at any campus. However, HCC graduates who return and are taking course requirements to fulfill a second associate's degree may hold elective office, if determined eligible.

Student Activities Procedures

Title: Duties of Executive Board Officers	Identification: 3.604
Page: 1 of 4	Effective Date: August 2007

I. Purpose

The purpose of this procedure is to clarify the duties and responsibilities of the campus Student Government Association Executive Board positions.

PRESIDENT:

The President must be an active member of the campus SGA and elected by the Student Body. He/She is to:

- 1) Open the meeting at the appointed time by taking the chair and calling the meeting to order, having ascertained that a quorum is present.
- 2) To announce in proper sequence the business that comes before the assembly or comes in order in accordance with the prescribed order of business, agenda, or program, and with existing orders of the day.
- 3) To recognize members who are entitled to the floor.
- 4) To state and to put to vote all questions that legitimately come before the assembly as motions or that otherwise arise in the course of proceedings (except questions that relate to the presiding officer himself), and to announce the result of each vote; or, if a motion that is not in order is made, to rule it out of order. Whenever a motion is made that refers only to the presiding officer in a capacity not shared in common with other members, or that commends or censures him with others, he should turn the chair over to the Vice-President or appropriate temporary occupant during the assembly's consideration of that motion, just as he would in a case where he wishes to take part in debate. The chair, however, should not hesitate to put the question on a motion to elect officers or appoint delegates or a committee even if he is included.
- 5) To protect the assembly from obviously frivolous or dilatory motions by refusing to recognize them.
- 6) To enforce the rules relating to debate and those relating to order and decorum within the assembly.
- 7) To expedite business in every way compatible with the rights of members.
- 8) To decide all questions of order, subject to appeal--unless, when in doubt, the presiding officer prefers initially to submit such a question to the assembly for decision.

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- 9) To respond to inquiries of members relating to parliamentary procedures or factual information bearing on the business of the assembly.
- 10) To authenticate by his or her signature, when necessary, all acts, orders, and proceedings of the assembly.
- 11) To declare the meeting adjourned when the assembly so votes of--where applicable--at the time prescribed in the program, or at any time in the event of a sudden emergency affecting the safety of those present.

At each meeting, in addition to the necessary papers proper to that meeting's business, the presiding officers should have on hand:

- a) a copy of the bylaws and other rules of the organization;
- b) a copy of the parliamentary authority (that is, *Robert's Rules*);
- c) a list of all standing and special committees and their members; and
- d) a memorandum of the completed order of business listing all known matters that are to come up, shown in proper sequence under the correct headings--or with their scheduled times--as applicable.

NOTE: The President is an ex-officio member of all Student Government Association Committees.

VICE-PRESIDENT

The Vice-President must be an active member of the campus SGA and elected by the Student Body. He/She is to:

- 1) In the absence of the President, the Vice-President serves in his stead.
- 2) Assists the President in all areas as deemed necessary by the President (reviews committees and collects reports).
- 3) Chairs in President's absence.

SECRETARY:

The Secretary must be an active member of the campus SGA and elected by the Student Body. He/She is to:

- 1) To keep a record of all the proceedings of the organization--usually called *minutes*.
- 2) To keep on file all committee reports.
- 3) To keep the organization's official membership roll (unless another officer or staff member has this duty); and to call the roll where it is required.

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- 4) To make the minutes and records available to members upon request.
- 5) To notify officers, committee members, and delegates of their election or appointments, to furnish committees with whatever documents are required for the performance of their duties, and to have on hand at each meeting a list of all existing committees and their members.
- 6) To furnish delegates with credentials.
- 7) To sign all certified copies of acts of the organization, unless otherwise specified in the bylaws.
- 8) To maintain record book(s) in which the bylaws, special rules or order, standing rules, and minutes are entered, with any amendments to these documents properly recorded, and to have the current record book(s) on hand at every meeting.
- 9) To notify the membership of each meeting, known as the *call* of the meeting, and to conduct the general correspondence of the organization, that is--correspondence, which is not a function proper to other offices, or to committees.
- 10) To prepare, prior to each meeting, an order of business for the use of the presiding officer, showing in their exact order, under the correct headings, all matters known in advance that are due to come up and--if-applicable--the time for which they are set.
- 11) In the absence of the president and vice-president, to call the meeting to order and preside until the immediate election of a chairman pro tem.
- 12) To handle all general paperwork.

NOTE: **The minutes are to be completed within two days following the meeting of the SGA. The minutes should be signed by an officer and member and should include specific information pertaining to the justification of the expenditure. The signed minutes should be forwarded to the Accounts Payable Department.**

TREASURER:

The Treasurer must be an active member of the campus SGA and elected by the Student Body.

The Treasurer is entrusted with the custody of SGA funds and is required to make a full financial report at each meeting as well as help complete the Annual Financial Report for all expenditures through the academic year.

Student Activities Procedures

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The Treasurer is responsible for the completion of all requisitions, reports of financial balances, and Annual Financial Reports. The Treasurer is also responsible for reviewing all club budgets and funding requests before submitting them to the SGA President for Senate action.

Dismissal from Student Government Association

If a SGA officer has been dismissed or resigns from the SGA for any reason, the remaining SGA officers should meet and elect a current SGA member or E-Board member to serve out the remaining term of the office vacated. In the event that there are no remaining SGA officers, the positions will be filled by current senate and club memberships.

Student Activities Procedures

Title: SGA Officer Stipends	Identification: 3.605
Page: 1 of 2	Effective Date: November 2005

I. General

This procedure delineates the process for requesting, approving, and issuing stipend checks to the officers of campus Student Government Associations.

II. Procedure

The Executive Board nominees are selected from the General Committee (Senate and Club Representatives) and are elected by the Student Body.

SGA Officers are expected to fulfill the following minimum requirements.

Produce a written attendance report for the following:

- a. General Meetings
- b. Executive Board Meetings
- c. Committee Assignments
- d. SGA Obligations (i.e., FJCCSGA)
- e. Events

Stipends for SGA approved officers will be made at the conclusion of the fall and Spring Terms, as follows:

SGA President	\$1,000
SGA Vice President	\$ 800
SGA Secretary	\$ 600
SGA Treasurer	\$ 600

Payment of the stipends will come from the general fund budget of each campus SGA budget, and each SGA shall include in their budget the approved stipends for the fiscal year.

Payment for the stipend will require written approval by the campus Student Activities Advisor and campus Dean of Student Services. This approval will include the evaluation that said individual has performed the duties associated with that office.

Student Activities Procedures

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As an exception, the campus Dean of Student Services may award a partial stipend.

The campus Student Activities Advisor shall initiate a requisition for payment of the stipends.

If no debt obligation is due the College, the student shall be sent a check for the appropriate amount. If a debt is owed the College, said amount will be deducted from the stipend and the balance sent to the student.

Student Activities Procedures

Title: Student Government Association Elections	Identification: 3.606
Page: 1 of 2	Effective Date: April 2007

I. General

The purpose of this procedure is to establish how elections for SGA Senate positions will be conducted.

II. Objective

To establish a college-wide procedure for the Campus Student Government Associations to hold elections for Senate positions.

III. Procedure

General

- A. Students interested in running for Senate positions must complete a Senate Application Form and a Request for Release of Information Form and return them to the campus Student Activities Advisor by the fifteenth day of the Fall Term (or by the fifteenth day of the Spring Term in mid-year situations, if needed).
- B. Students must maintain at least half time enrollment (6 hours) at their campus of residence (home campus).
- C. Must maintain a cumulative 2.0 grade point average inclusive of college prep courses to hold the office of student representative.
- D. Must be a student in good standing and maintain a cumulative 2.5 grade point average to hold an executive office.
- E. All SGA members must have a cumulative 2.5 GPA to travel utilizing student activities funds.

Student Activities Procedures

Identification: 3.606	Page: 2 of 2	Effective Date: April 2007
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Elections

- A. Senate elections will be finalized by the twentieth day of the Fall Term.
 - 1. When necessary, mid-year (Spring Term) elections will be finalized by the twentieth day of the Spring Term for all vacant Senate positions occurring since the beginning of the Fall Term.
- B. Elections will be held at publicized areas (hours to be designated by each campus) on a two-day cycle (e.g., Monday/Tuesday).
- C. Students who wish to vote must show valid student identification as well as picture identification.
- D. When the student has been verified as enrolled at the campus, they will be given a ballot. The ballot will be completed by the student and placed into the ballot box.
- E. All ballots, at the close of the second day, will be counted by the campus Student Activities Advisor or designee of the campus Dean of Student Services.
- F. All participants will be notified of the election outcomes the day after the elections are finalized.

Student Activities Procedures

Title: Student Government Association Attendance Policy	Identification: 3.607
Page: 1 of 1	Effective Date: August 2000

I. General

Each recognized SGA club/organization, member, or SGA officer must attend the SGA meetings.

II. Objective

Attendance will be taken at the beginning of each meeting, and the SGA secretary will note a member's or club's absence.

III. Procedure

If a SGA member or club misses three (3) meetings in a row, or a total of five (5) in a term, the member will be dismissed from SGA.

<u>Consecutive Absence(s)</u>	<u>Penalty</u>	<u>Description</u>
One meeting or 2 in term	Warning	Notified verbally of his/her SGA standing and the potential ramifications.
Two meetings or 4 in term	Probation	Notified in writing of his/her SGA standing and the potential ramifications. Unable to vote at the next meeting.
Three meetings or 5 in term	Dismissal	Notified in writing of his/her SGA standing and dismissal.

If a club or member is in violation of the attendance policy, they will be dismissed from the SGA. The dismissal will cancel the club's right to participate as a SGA member. They will be eligible to reapply at any succeeding term but will forfeit their next term allocation.

Student Activities Procedures

Title: Student Activity and Service Fee Budget Development	Identification: 3.608
Page: 1 of 4	Effective Date: April 2007

PURPOSE

Student Activity and Service Fee dollars (restricted funds) are generated by a fee added to each credit semester hour for which students enroll. Fees are determined in accordance with Florida Statute Title XLVIII, Chapter 1900, 1009.23. Traditionally, activities sponsored by the Florida Community College Activities Association (FCCAA) and other extracurricular/co-curricular activities and student services providing a direct benefit to students are deemed appropriate for funding from Student Activity and Service Fee dollars. Student Activity/Service Fees collected by Hillsborough Community College will be used in a manner consistent with the current statute and rule. A Student Activity and Service Fee Budget Committee will be appointed annually to develop a proposed budget which will be submitted to the President’s Cabinet for consideration.

Budget Committee

The Budget Committee is appointed by the President and comprised of both students and faculty/staff, with students constituting at least half of the committee. The Committee will be comprised of 16 voting members (four from each campus):

- 1 SGA President
- 1 SGA Representative (Treasurer or other member)
- 2 Campus Advisory Board (CAB) Members (one faculty/one staff)

	Brandon	Dale Mabry	Plant City	Ybor City	Total
SGA Pres.	1	1	1	1	4
SGA Rep.	1	1	1	1	4
CAB	2	2	2	2	8
Total	4	4	4	4	16

The Budget Committee will elect one student and one faculty/staff member to serve as co-chairs. The secretary will also be elected from the committee membership. In the event of a tie vote, the student co-chair shall cast the deciding vote.

The Vice President for Student Services and Enrollment Management and the Controller will serve as Ex-Officio, non-voting members

Student Activities Procedures

Identification: 3.608	Page: 2 of 4	Effective Date: April 2007
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Requisition of Student Activities Funds

1. The Vice President for Student Services and Enrollment Management will create and distribute a Notice of Requisition to all district-wide student organizations and student services advisor or project managers. The Notice of Requisition will also be published in all college-wide student publications. The deadline for requests will be no less than 30 days from the first date of announcement. The first date of announcement will be no later than February 15.
2. All budget requests must be submitted with a detailed, itemized list of needs and costs, in accord with the format developed by the committee.
3. Recipients of funds from the current fiscal year will submit a report detailing the previous years' and current year utilization of allocated dollars and plans for the remainder of the budget for current fiscal year.
4. The committee will evaluate how all events, programs, and services funded through the Student Activity and Service Fee Budget support the needs of students. Events should be free of charge whenever possible to allow broad participation.

Requisition of Student Services Funds

1. Projected services budgets shall be submitted to the committee for review. Service budgets shall undergo the same budgetary process as student activities requests.
2. The committee will evaluate how all services funded through the Student Activity and Services Fee Budget supports the needs of students.

Budgetary Process

1. The Controller provides the committee chairmen with the anticipated student activities budget allocation for the next fiscal year by March 15.
2. The Vice President for Student Services and Enrollment Management provides the Committee with all budget requests received, including dollars requested, justification reports detailing previous years and current year utilization of funds.
3. The committee meets as necessary to review college-wide budget requests balancing revenue against requests creates an operating budget for the next fiscal year and recommends the allocations of the college-wide student activity and services budget. The committee should determine the appropriate balance between student activities and student services funded by the budget.
4. Following committee approval, the Committee chairman forwards the recommendations to the President's Cabinet for approval. The President's

Student Activities Procedures

Identification: 3.608	Page: 3 of 4	Effective Date: April 2007
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Cabinet will have the option of approving, not approving, or returning items to the committee for further review.

5. The budget shall be completed, finalized, and approved by the close of the Spring Semester. Thereafter, the Budget Committee shall meet as needed to review the budget and process any amendments or late requests.
6. Campus budget dollar allocations are determined at the local level. Recommended distribution to campuses may be based on the actual costs to operate a program or activity (base costs), the percentage of unduplicated college credit headcount at each campus in the preceding fiscal year or a combination of base costs plus percentage of college credit enrollment.
7. If college-wide carryover/rollover dollars from the previous year are available, the Committee will meet during the academic year to recommend how those funds are reallocated. The HCC Controller shall submit a report to the committee detailing the status of said dollars by January 31. Recommendation for expenditure of carryover/rollover dollars is also the responsibility of the committee. However, campus allocations not expended at the end of the fiscal year from an individual campus will be carried over to the next year into that same SGA campus allocation.
8. Any allocation restrictions are determined by the budgetary committee and approved by the President or appropriate representative in accordance with Florida statute.
9. Since a budget cannot anticipate every contingency, committees should have a plan to address needs or emergency situations requiring an immediate decision.
10. It is the responsibility of the college to ensure that the Committee receives appropriate training and assistance to ensure that restricted Student Activity and Service Fees are utilized in a manner consistent with current state statute, rule and local Board policy.
11. Rules regarding the Budget Committee process should utilize a standard meeting format such as Robert's Rules. All meetings are open to the college community in accord with Florida's government in the Sunshine State. Non-committee members may speak during meetings when recognized by the chair.
12. The entire Student Activity and Service Fee budget must be approved by the President.

Clubs and Organizations

Eligible organizations are determined at the institutional level but shall be open to all students and benefit the student population as a whole. Any club or organization receiving funds from the Student Activity and Service Fee shall place all funds collected in an account with the College's Controller Office; will implement standard accounting

Student Activities Procedures

Identification: 3.608	Page: 4 of 4	Effective Date: April 2007
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practices and prepare an annual fiscal report to be forwarded to the Vice President for Student Services and Enrollment Management and the President or appropriate financial representative.

Student Activities Procedures

Title: Requisition to Purchase	Identification: 3.609
Page: 1 of 2	Effective Date: August 2007

I. General

SGA is responsible for following the established guidelines on the purchase of materials/supplies and obtaining services for the College.

II. Objective

To follow procedural guidelines which apply to the purchasing of materials/supplies.

III. Procedure

- A. SGA Advisors must complete the HCC Check Request Form for travel, memberships and reimbursements. The Requisition to Purchase Form must be completed on-line to purchase materials/supplies once the item in question has been given approval by the SGA membership via SGA action reflected in minutes. Two SGA Officers must sign the minutes to verify the funds approval. If food is being requested, the Justification of Expenditure of Student Activity Service Fee form must be attached to the request. A copy of the advertisement for the event must be included.
- B. SGA must complete the form with the approval of the campus Student Activities Advisor so that proper code numbers and pertinent information is appropriately noted and that guidelines are followed in accordance to administrative procedures.
- C. Include the following information on the Requisition to Purchase:
 - 1. Fund, program number, sub-account, and location;
 - 2. Required delivery date and location (include campus, building, and room number);
 - 3. Suggested vendor(s) and address(es);
 - 4. Quantity, unit price, and extension total;
 - 5. Complete description (include brand name and catalog number when available);
 - 6. Appropriate approvals; and
 - 7. Forward the Justification of Expenditure of Student Activity Service Fee form if food is being requested, advertisement of the event (flyer, poster, etc.) and approved minutes to the Accounts Payable Department.

Student Activities Procedures

Identification: 3.609	Page: 2 of 2	Effective Date: August 2007
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- D. If approved, the campus Student Activities Advisor will approve on-line and forward the requisition to the campus Dean of Student Services for his/her approval. After approval, the campus Dean of Student Services will forward the requisition to the appropriate office.

- E. The Purchasing Department will issue a purchase order, which will be produced from an approved purchase requisition. The purchase order legally binds the College regarding the acquisition and payment for items/services purchased by the College.

- F. The Student Activities Advisor must complete a Receiving Report for all purchases.

Student Activities Procedures

Title: Procedure for the Disbanding of a Student Organization	Identification: 3.610
Page: 1 of 2	Effective Date: November 2005

I. Purpose

There have been occasions when the actions of student organizations have placed the College in extreme liability situations.

This procedure provides for the due process for the disbanding of any student organization that disregards the established College Policies and Procedures.

II. Procedure

The infractions regarding College Policies and Procedures are classified into minor and major.

The procedures will handle the infractions as follows:

A. Minor

Minor infractions would include disregarding Policies and Procedures that cause no real threat to the College. Examples of these infractions are not having a club representative attend the SGA meetings or failing to provide copies of the organizations budget in a timely manner.

1. In instances such as these, the student organization will be

- a. Notified in writing that they violated college policies and procedures and told how to rectify the situation. This will be copied to the Campus Dean of Student Services.
- b. If the student organization fails to correct their action, it will be placed on probation and will not be allowed to expend funds at their disposal, vote at the SGA meeting, etc. until the situation is corrected. The student organization will be notified of their status in writing. Copies will be sent to the Campus Dean of Student Services.
- c. If the student organization fails to comply, then the organization will be notified in writing that it is disbanded. Copies will be sent to the Campus Dean of Student Services.

Student Activities Procedures

Identification: 3.610	Page: 2 of 2	Effective Date: November 2005
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B. Major

Major infractions would include disregarding Policies and Procedures which place the college in a liability situation. Examples of these infractions are students traveling without appropriate authorization, students traveling without advisor, or participating in dangerous activities or failure to pay for items ordered with community vendors.

1. In instances such as these the Dean of Student Services will notify the student organization in writing that they violated college policies and procedures and:
 - a. Their assets in the Club College Account will be frozen. If the club is disbanded, funds will be transferred to the campus SGA fund.
 - b. Approval to hold meetings on campus will be revoked.
 - c. They will not be allowed to represent themselves as an organization of Hillsborough Community College at any state or national agency.
 - d. They will not be eligible to re-apply for recognition until the next academic year. That recognition will not be automatic and may include provisions that must be met for the organization to be recognized.

Student Activities Procedures

Title: Authorization Signatures for SGA Expenditures	Identification: 3.611
Page: 1 of 1	Effective Date: April 2007

I. Purpose

The SGA expends funds for the various activities provided to the students on the campuses.

This procedure establishes the authorization signatures and limits for those expenditures.

II. Procedure

1. The Campus Student Activities Advisor has authorization to sign for expenditures with the approval of the Campus President of up to \$1,000.
2. The Campus Dean of Student Services has authorization to sign for expenditures up to \$10,000.
3. The Campus President has authorization to sign for expenditures up to \$25,000.
4. All expenditures over \$25,000 require the College President's signature.

Activities

Student Activities Procedures

Title: Assumption of Risk and Release (Hold Harmless)	Identification: 3.700
Page: 1 of 1	Effective Date: August 2000

I. General

To insure students (of age) and the parent/guardian (of underage students) know of and give permission for recognized student travel, and release the college of risk and responsibility.

II. Objective

Members of recognized student organizations have the opportunity for travel throughout the school year. This completed form will release the college and accompanying employees from liability in connections with the trip.

III. Procedure

- A. All recognized clubs shall submit the names of all members participating in the club's travel at the time they submit travel forms to the campus Student Activities Advisor.
- B. All recognized student clubs will be required to submit completed release forms for all students participating in the clubs' travel.
- C. All completed forms must be received by the campus Student Activities Advisor before any funds are released to the club.
- D. All completed forms will be forwarded to the campus Dean of Student Services.

Refer to Student Activities Procedure 3.710 Student Travel.

Student Activities Procedures

Title: Conference Delegate Contract	Identification: 3.701
Page: 1 of 1	Effective Date: September 27, 2004

I. General

From time to time students are required to travel to attend conferences and seminars.

II. Objective

Student organizations, either SGA or campus clubs, must make a commitment to travel representing Hillsborough Community College, and to uphold specific requirements as a delegate.

III. Procedure

- A. All students selected to travel utilizing either Hillsborough Community College Student Government Association funds or campus club funds must complete the Conference Delegate Contracts.
- B. Students must comply with all conditions as specified by the Conference Delegate Contract as representatives of Hillsborough Community College.
- C. Students must have an understanding that if they fail to travel for whatever reasons, they will be required to reimburse Hillsborough Community College for any expenses incurred for their participation.

Student Activities Procedures

Title: Field Trip Procedure	Identification: 3.702
Page: 1 of 1	Effective Date: July 28, 2006

I. General

Field trips and/or activities taken to benefit student education will be regulated by these guidelines.

II. Objective

The goal is to establish a procedure for all field trip activities.

III. Procedure

- A. All club field trips must be approved in advance by the club advisor and the campus Student Activities Advisor. The campus Student Activities Advisor will keep the Field Trip Application, the Faculty Approval Form for Student Activities Projects, the Assumption of Risk and Release Form and Student Travel Agreement on file in the campus Student Activities office for audit purposes.
- B. The Field Trip Application must be filled out two (2) weeks prior to the date of the proposed activity.
- C. Each student participating in a field trip or an activity must complete the Faculty Approval Form for Student Activities Projects form. It is the student's responsibility to inform each instructor of the pending field trip activity and days missed. The instructor will sign and check their approval or disapproval on the form.
 1. If an instructor checks the disapproval box on the Faculty Approval Form, then the student will be denied participation for the particular trip.
- D. An Assumption of Risk and Release form must be signed by the appropriate person and returned to the club advisor prior to the field trip or activity.
- E. The Student Travel Agreement must be completed and signed by the appropriate persons and returned to the club advisor prior to the field trip or activity.

Student Activities Procedures

Title: Film and Video Order Requests	Identification: 3.703
Page: 1 of 3	Effective Date: August 2000

I. General

To obtain film and video programs as decided and requested by the SGA representatives from either the HCC District Film and Video Library or external film/video rental sources, for the purpose of exhibition to a limited number of students in a specified location.

II. Objective

To provide a district-wide method for ordering films and video programs for viewing by a specific group of students.

III. Procedure

A. Background

1. A film or video rental order is an application to exhibit, under copyright, only at the location, place, and time designated. Exhibition in any other name violates the rental agreement and subjects HCC to copyright violation penalties and/or litigation.
2. Rental films and videos are protected by the copyright laws of the United States. Use of these films and videos is limited to direct projection devices in the immediate presence of viewers.
3. Illegal copies (home duplication) of copyrighted programs may not be made or used in school equipment; consequently, any duplication, transmission, or television broadcast of illegally made/duplicated copies whether by playback or a machine in the classroom/viewing area or by means of a closed circuit cable transmission is considered an infringement of copyright. Only by obtaining a license from the copyright owner can such a performance be legal.

Student Activities Procedures

Identification: 3.703	Page: 2 of 3	Effective Date: August 2000
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B. Process

1. Each campus Student Activities Advisor is responsible for appropriately budgeting, in his/her own campus SGA Budget, for any film or video rentals to be used during the school year.
 - a. The budget sub-account code for film rentals is 63003.
 - b. All rental companies have film and video rental catalogs which contain rental prices. These catalogs should be used when preparing the next year's budget.
2. External and internal order requests for all film and video programs must be made to the campus Student Activities Advisor.

IF THE ORDER IS AN EXTERNAL RENTAL SOURCE - THEN:

- A. The campus Student Activities Advisor will complete a Requisition to Purchase.
 1. Open purchase orders are established for those outside film and video sources that are heavily used as rental courses. The open purchase order is handled by requisitioning a specified amount and identifying that it is an open account for rental films.
 2. The requisition should be submitted typed and processed through regular channels. Since the film/video requests follow the standard requisition and purchase order format, the request must be made a minimum of six weeks before the show date.
 3. Film and video rentals are then charged against this budgeted amount by telephone or by using the rental order form of the vendor (i.e., Indiana University, Films Incorporated, PBS, etc.).
- B. When the film or video arrives, the campus Student Activities Advisor will log in its arrival and make a note of its return date.
 1. This log of film or video rentals will be maintained for the entire school year and then filed appropriately for auditing purposes.

Student Activities Procedures

Identification: 3.703	Page: 3 of 3	Effective Date: August 2000
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- C. As identified in the agreement with the rental agency, for the program rental price:
1. HCC has the right to exhibit the program to a limited number of viewers where all viewers, monitor(s) and the playback unit are in the same room;
 2. HCC acknowledges that the program(s) may not be duplicated or broadcasted on any open or closed circuit system, unless specified in the agreement; and,
 3. The campus Student Activities Advisor acknowledges that the program will only be used on HCC grounds and that at no time will the rental item be taken off campus for viewing in any other location.
- D. With respect to the return of rentals, the campus Student Activities Advisor will return, after the expiration of the period specified, each program in the container originally provided by the rental agency.
1. Some rental agencies require that the customer insure the return shipment of the videocassette or film; therefore, the campus Student Activities Advisor should mail all insured shipments via return receipt so that he/she can retain a receipt for their campus records.
 2. The return shipping date should be marked in the rental log along with the initials of the person who is manually packing the film/video for return.

IF THE ORDER IS AN EXTERNAL RENTAL SOURCE - THEN:

- A. Contact should be made with the campus AV Technician in order to follow the office procedures delineated by the District Film and Video Library which include filling out the **Film Request Form**.

NOTE: If student organizations or clubs request films, they will be charged the rental fee.

Student Activities Procedures

Title: Guest Speakers and/or Entertainers	Identification: 3.704
Page: 1 of 2	Effective Date: October 2007

I. General

HCC is committed to standards promoting speech and expression that foster the maximum exchange of ideas and opinions. Guest speakers and/or entertainers have the freedom to express views on the widest range of concerns and to engage in an expression of ideas subject to reasonable restrictions on time, place and manner. The right of free speech and expression does not include unlawful activity or activity that endangers or imminently threatens to endanger the safety of any member of the college community on any college facility, or any activity that disrupts or obstructs the functions of the college or imminently threatens such disruptions or obstruction. Moreover, expression that is indecent or is grossly obscene or offensive on matters of race, ethnicity, religion, gender, age or sexual orientation is inappropriate in a college setting and the college will act as it deems appropriate to educate speakers violating this principle. In all events, the use of the college forum will not imply acceptance or endorsement by HCC of the views expressed.

All speakers will be held responsible for orderly behavior and for no disruption of academic activities, scheduled public functions and they must follow college rules governing these areas.

For students to actively participate in the programs and activities of the College and to be part of a responsible student body, they must adhere to college policies, procedures and adhere to federal, state and local laws and regulations.

Any event held in an outdoor area of a campus must maintain a reasonable sound level as defined in the City of Tampa Code of Ordinances. In academic areas, the use of electronically amplified instruments will generally not be permitted during class days/hours. If a public address system is permitted, the sponsoring group is responsible for maintaining a reasonable sound level.

II. Objective

To establish procedural guidelines for student clubs/organizations to follow when requesting guest speakers and/or entertainers at a campus or facility owned or operated by the College.

Student Activities Procedures

Identification: 3.704	Page: 2 of 2	Effective Date: October 2007
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III. Procedure

Any organized student group that is recognized by the College may make a request to invite a guest speaker and/or entertainer.

- A. Before inviting an outside speaker and/or entertainer, a student organization will submit an Agreement for Services request (required when payment provided and must include Attachment A with details of activities outlining the services to be provided) two weeks before the event to the campus Student Activities Advisor.
- B. The campus Dean of Student Services will submit the request to the Campus President or his/her designee for final approval.
- C. A request to invite a speaker and/or entertainer may be denied:
 - 1. if the speech topic will constitute a clear and present danger to the college's orderly operation; or,
 - 2. if the speaker and/or entertainer has incited violence in the past or forcible destruction of scheduled classes or functions at HCC or at other educational institutions; or,
 - 3. if the speaker and/or entertainer is indecent or is grossly obscene or offensive on matters of race, ethnicity, religion, gender, age or sexual orientation or other protected class; or
 - 4. at the discretion of the Campus President or his/her designee.
- D. A written determination regarding the approval or denial of the request will be sent back to the initiator.
- E. If a college room/facility is to be used, then a Use of College Facility Form must be completed and submitted as outlined in Student Activities Procedure 3.706.

Student Activities Procedures

Title: Drawings by Chance (Raffles) Disclosure Responsibility	Identification: 3.705
Page: 1 of 1	Effective Date: October 2007

I. General

The posting of all brochures, advertisements, notices, tickets, or entry blanks for raffles and other drawings by chance (raffles) require disclosure of the date, time and place where the winners of such events will be chosen to be regulated by the College. The College adheres to the Florida Statutes, 849.0935, Charitable, nonprofit organizations; drawings by chance; required disclosures; unlawful acts and practices; penalties.

II. Objective

To provide a means for regulation and disclosure of drawing by chance.

To allow for the placement of appropriate information on HCC bulletin boards

III. Procedure

All student clubs or organizations who wish to distribute or participate in an outside activity by distributing brochures on campus (i.e., advertisements, notices, tickets, entry blanks, etc.) which will be used in connection with a drawing by chance shall conspicuously disclose the following information:

- A. The rules governing the conduct and operation of the drawing.
- B. The full name of the organization or operator, and its principal place of business.
- C. The source of the funds used to award cash prizes or to purchase prizes.
- D. The date, hour, and place where the winner will be chosen, unless the brochures, advertisements, notices, tickets, or entry blanks are not offered to the public more than three (3) days prior to the drawing.
- E. That no purchase or contribution is necessary.
- F. After receiving appropriate approval from the Student Activities Advisor for posting, all aforementioned information/literature shall be conspicuously placed on HCC Bulletin Boards.

Student Activities Procedures

Title: Request for Facilities	Identification: 3.706
Page: 1 of 1	Effective Date: December 19, 1982

I. General

Student clubs or organizations and the Student Government Association may secure space on campus for their meetings and other organizational related activities.

II. Objective

To provide the means for the processing of student organizations' and associations' request to use college facilities for meetings and other activities.

III. Procedure

- A. The advisor to an organization seeking to use college facilities shall contact the designated office on his or her campus two weeks prior to the date the facility is needed.
- B. A formal request for use of any campus public/community facility shall be made at least three (3) weeks prior to the date needed. The request must be filed with the Campus President's Office.
- C. Any physical alterations to the facility shall be performed by the requesting organization, and the facility shall be returned to its original state after the event, meeting, or use.

Student Activities Procedures

Title: Solicitation and Distribution of Literature and Other Materials on Campus	Identification: 3.707
Page: 1 of 2	Effective Date: September 18, 1990

I. General

The posting and distribution of non-college literature and materials by and for students of the College will be regulated by these College guidelines.

II. Objective

To provide a means for the regulation of non-college literature and materials to be distributed to students so there is an approved content of this materials and a designation for their means and manner of distribution.

To allow for the placement of appropriate literature, posters, bulletins, etc., on assigned bulletin boards.

To not permit the distribution or posting of materials that libel, defame, or are otherwise offensive to good taste.

Persons not associated with the College found violating this procedure may be removed from the premises by College Security.

III. Procedure

A. Distribution of materials, and/or solicitation:

Individuals, groups, or organizations desiring to solicit signatures, or to distribute literature or other materials, must submit their request five (5) working days prior to the requested day for distribution together with their name, address and purpose to the campus Dean of Student Services or his/her designee for approval of content and means and manner for distribution.

Student Activities Procedures

Identification: 3.707	Page: 2 of 2	Effective Date: September 18, 1990
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B. Use of Bulletin Boards:

1. Have literature, posters, bulletins, submitted for bulletin board posting forwarded to the campus Student Activities Advisor and/or his/her designee five (5) working days prior to the requested day for posting.
2. The campus Student Activities Advisor or his/her designee will define the location of and the time frame for which the materials may remain posted.
3. The campus Student Activities Advisor will note the approved location and time for which the materials will be posted.
4. The campus Student Activities Advisor will post the materials.
5. The campus Student Activities Advisor will remove the posted materials at the specified time.

Student Activities Procedures

Title: Solicitation of Funds (Fundraising)	Identification: 3.708
Page: 1 of 3	Effective Date: August 2007

I. Purpose

This procedure establishes guidelines for fundraising activities and events on behalf of Hillsborough Community College. All fundraising must be related to the mission of HCC and incorporated in the annual planning process of the institution and under ultimate control of the President.

Definitions: Fundraising includes activities (i.e., sales, raffles, bake sales, external grants, and other actions to generate revenue) and events carried out to secure resources for HCC, its programs, clubs or other organizations. For example, a club may purchase pizza or flowers for the purpose of selling them on campus to raise funds for club activities.

Donations include the transfer of cash or assets for the College with no reciprocal benefits, goods or services to be received by the donor, except perhaps, the recognition of the gift. Donations result from the solicitation of gifts of cash, securities, real estate, planned gifts/bequests, grants, non-cash (in-kind) items or services, requested by an employee, student or member of the community on behalf of HCC, its programs, clubs or other organizations. For example, a club representative asks a merchant to donate pizza or flowers to the College for the purpose of selling them on campus. (For guidance in solicitations and acceptance of donations, refer to Administrative Procedure 5.005, Solicitations and Acceptance of Donations).

II. Process

Endorsement: As part of the College experience, students, faculty, clubs and other organizations may engage in fundraising activities to raise funds to support a club, organization, program, department, team or the institution. Activities utilizing College resources or facilities, the HCC name or logo, or other means that identify it as part of HCC may imply endorsement by the College. Therefore, all fundraising activities and events must be approved prior to the activity by the District President (or designee) for district-wide activities or Campus Presidents (or designees) for campus-specific activities. Fundraising activities that involve solicitations for gifts or the acceptance of private donations (cash, in-kind or services) should be coordinated in advance with the Executive Director of the HCC Foundation.

Student Activities Procedures

Identification: 3.708	Page: 2 of 3	Effective Date: August 2007
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Notification: To initiate any fundraising activity or event, a “Request for Approval for Fundraising Activity Form” should be submitted to the District/Campus President or designee two weeks before the planned activity. Exceptions to the time period needed for more complex activities/events are made at the sole discretion of the District/Campus President or designee. Upon review, the District/Campus President or designee will submit the form with the approval or denial and basis for determination within two business days. Submitted forms will be filed and held at each campus or the district office and maintained by the President or designee.

Calendar: Approved activities will be recorded by the District/Campus President or designee in HCC Fundraising Activities Public Folders. The Request for Approval form, when approved, should be scanned and added to the “Fundraising Activities” public folder with sub-files for district and each campus. Fundraising activities and events may be included in the HawkNet/Campus Cruiser calendar, as appropriate.

Financial Accounting: Clubs, organizations and teams should deposit funds raised in an HCC club account (Fund #64). Departments/programs should utilize an HCC Programmatic Account for revenues and expenditures for funds raised. Donations from individuals, corporations and foundations should be deposited to the HCC Foundation, where an opportunity for matching gifts is possible. All revenues should be deposited as soon as possible, or within two business days, to the HCC Cashier. A receipt will be provided for each transaction and should be attached to the final report form. Donations and private gifts should be reported and deposited as soon as possible, or within two business days, to the HCC Foundation, the College unit authorized to acknowledge private gifts and provide a receipt as required by the Internal Revenue Service. College staff wishing to send acknowledgements or correspondence to thank donors for donations should coordinate with the HCC Foundation.

Final Reports: Each fundraising activity should culminate in a report submitted to the District/Campus President or designee within five business days of completion of the activity, event or sale. The report should include a summary of the activities, gross revenues generated, expenses paid and the net proceeds realized. Also, an evaluation of the activity should be included, stating how the activity could be sustained, changed or improved in the future.

Student Activities Procedures

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Annual Report: At the end of the fiscal year, each campus and district designee will provide a summary of Fundraising Activities/Events to the district President. A copy should be posted in the Fundraising Public Folder.

Student Activities Procedures

Title: Student Publications	Identification: 3.709
Page: 1 of 3	Effective Date: August 15, 2006

I. General

The Student Publications of Hillsborough Community College are operated under the auspices of the Student Services division.

The Publications include:

- A. ***The Hawkeye***, Hillsborough Community College's student newspaper.
- B. ***Galeria***, Hillsborough Community College's Literary Magazine.
- C. ***Triad***, Hillsborough Community College's General Magazine.

II. Objective

- A. ***The Hawkeye***: Publish several issues during Fall and Spring Terms.
- B. ***Galeria***: Published once a year during Spring or Summer Terms.
- C. ***Triad***: Published once a year during Spring or Summer Terms.

III. Procedure

Student publications are written, edited and prepared camera ready for printing by student volunteers. These HCC students come from all four campuses. The student publications are housed at the Ybor City Campus of HCC. The editor is responsible to the faculty advisor. The advisor works with the Vice President for Student Services and Enrollment Management.

Student Activities Procedures

Identification: 3.709	Page: 2 of 3	Effective Date: August 15, 2006
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HILLSBOROUGH COMMUNITY COLLEGE

STUDENT PUBLICATIONS

A. PUBLICATIONS AND TITLES

1. **Hawkeye**, HCC's newspaper
2. **Galeria**, HCC's literary magazine
3. **Triad**, HCC's general magazine

B. PRODUCTION SCHEDULE

1. **Hawkeye:** Several issues are published during the Fall and Spring Term.
2. **Galeria:** This literary magazine is published once a year during the Spring or Summer Term.
3. **Triad:** This general magazine is published once a year during the Spring or Summer Term.

C. STANDARDS OF JOURNALISM AND ADVERTISING

1. The Canons of Journalism, American Society of Newspaper Editors (1924) will govern the editors and staff of all student publications. The copy has been updated by the American Society of Newspaper Editors to include a "Statement of Principles."
2. The "Advertising Code" of American Business and Advertising Standards of Acceptability will govern the editors and staff of all student publications.

D. CRITERIA AND PROCEDURE FOR THE APPOINTMENT OF EDITORS

1. General Criteria:

The following minimum criteria for selection of editors will apply to all student publications.

- a. Minimum cumulative GPA of 3.0 at time of application.
- b. Successful completion of college-level course in beginning reporting and/or editing, or the equivalent in experience related to the position.

Student Activities Procedures

Identification: 3.709	Page: 3 of 3	Effective Date: August 15, 2006
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- c. A letter of recommendation, addressed to the advisor of the student publication from an HCC Professor confirming the experience and quality of performance of the applicant.
 - d. The current editor of any publication is eligible to apply for reappointment.
2. Special Criteria:

Additional criteria may be specified by the staff of each publication in consultation with the advisor of the student publication provided all applicable criteria are reviewed and approved by the Vice President for Student Services and Enrollment Management prior to advertisement of any editorial position.

Student Activities Procedures

Title: Student Travel	Identification: 3.710
Page: 1 of 4	Effective Date: August 2008

I. General

From time to time students have an opportunity to travel to attend and participate in seminars, meetings, conferences, and workshops to enhance their leadership skills. These meetings should be supported by an official agency or organization and support learning outcomes of leadership, professional career exploration, or civic responsibility development.

The purpose of this procedure is to provide guidelines for the request and approval of travel for official college business.

II. Objective

- A. To formalize a procedure for the selection of participants to attend various student meetings. This does not include those meetings that the members of the Executive Board have been designated as the participant. Example: FJCCSGA President's Assembly.
- B. To provide information for the completion of travel forms.

III. Procedures

- A. Selection of students to attend SGA travel events.
 - 1. The SGA will approve travel to a specified event.
 - 2. Each campus SGA will establish criteria for the selection of students to attend conferences. These criteria may include:
 - a. Registered at the campus for six credit hours for the fall and spring terms and registered for three credit hours during the summer term, with the intent of returning the next fall term.
 - b. The minutes, either SGA or club, must reflect the trip was approved prior to the end of the spring term.
 - c. Maintaining a 2.5 grade point average for all courses inclusive of college prep and maintaining a cumulative 2.5 grade point average to travel utilizing student activities funds.

Student Activities Procedures

Identification: 3.710	Page: 2 of 4	Effective Date: August 2008
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- d. Academic assignments upon their return.
 - e. Partial payment for participation, including student insurance.
 - f. Providing a passport.
 - g. Completion of all appropriate forms.
3. A sign-up sheet for the various conferences will be available in the campus Student Activities Advisor's Office. This list will have the actual dates for the conferences, and the travel itinerary.
 4. By the established deadline, the campus Student Activities Advisor will submit the list to the SGA Secretary for inclusion on the agenda for the next General Meeting.
 5. Students will then be given appropriate forms to complete for travel after the action of the SGA.
 6. If a student cannot attend, they are to notify the campus Student Activities Advisor and the SGA President. An alternate will be chosen to fill the vacancy.
 7. If a student cannot attend and fails to notify the appropriate persons, or if the student fails to travel, and the campus SGA has financial loss for this (i.e., required to pay for tickets, registration, etc.), then the student will have an Academic Hold placed on their record until all costs (i.e., registration, air fare) are reimbursed to the campus SGA.

NOTE: The decision of the campus Dean of Student Services, in consultation with the Student Activities Advisor, will be final on all exception (extenuating circumstances) requests.

8. All students that attend the event are required to distribute any handouts received to the campus SGA for the compilation of a resource manual for SGA use.

B. Completion of Travel Forms

Proper documentation of expenditures, payment by check, accurate record keeping are expected by organizations and club members who

Student Activities Procedures

Identification: 3.710	Page: 3 of 4	Effective Date: August 2008
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wish to be reimbursed or receive funds for trips.

The following forms must be submitted to the campus Student Activities Advisor four (4) weeks prior to traveling. These forms must be in the Accounts Payable Office ten (10) working days prior to the departure date.

1. Club Travel Work Sheet
2. Out-of-District Travel Expense Form
 - a. In-State Travel requires the signature of the campus Dean of Student Services and the Campus President.

HCC checks for travel, hotel, and registration will be made out to an association or hotel, etc., not to an individual club member or advisor. This payment style accommodates HCC tax-free state statutes.

- b. Out-of-State Travel requires the signature of the campus Dean of Student Services and the Campus President.

Checks for travel expenses for out-of-state conferences/seminars should be made out to the club's acting travel chaperone (club advisor). Registration payments and hotel expenses may be made payable directly to the conference/seminar sponsor or hotel.

The only checks made out to individuals will be for per diem, meals, and/or mileage. These checks must be fully documented with receipts, toll tickets, etc.

- c. Paperwork not turned in until after the travel is completed will not be processed for reimbursement.

3. In-District Travel Expense Form

Forms will be filled out in accordance with current HCC policy.

- a. In-district travel (Hillsborough, Manatee, Pasco, Pinellas and Polk counties) that is one day in length will not be funded for overnight stays.

Student Activities Procedures

Identification: 3.710	Page: 4 of 4	Effective Date: August 2008
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- b. In-district travel (Manatee, Pasco, Pinellas, Polk counties) that is more than one day in length will allow overnight stays for the length of the event. This will also include the students chaperone.
- c. Meals that are not covered by the event will be funded in accordance with the current HCC formula, which allows HCC students and their advisor, club advisor, or chaperone to be paid for meals within district.

4. Student Forms

- a. Assumption of Risk and Release Form (Hold Harmless)

An Assumption of Risk and Release form must be signed by the appropriate person and returned to the club advisor prior to the field trip or activity.

- b. Faculty Approval Form

Each student participating in a field trip or an activity must complete the Faculty Approval Form for Student Activities Projects. It is the student's responsibility to inform each instructor of the pending field trip/activity and days missed. The instructor will sign and check their approval or disapproval on the form.

- ✓ If an instructor checks the disapproval box on the Faculty Approval Form, then the student will be denied participation for the particular trip.

- c. Conference Delegate Contract Form

Each student must sign and agree to the terms of the contract prior to travel.

C. Team/Student Group Travel Reconciliation Form

Within two (2) business days after completion of a trip, the reconciliation of travel form must be completed. As noted on the bottom of the form, original receipts must be attached. The form must include student signatures (on back) and be signed by the club advisor.

See the campus Student Activities Advisor for complete details. Refer to Administrative Procedures regarding travel.

Student Activities Procedures

Title: International Travel	Identification: 3.711
Page: 1 of 3	Effective Date: April 2007

I. General

Occasionally students have an opportunity to travel to international destinations.

The purpose of this procedure is to provide guidelines for the request and approval of international travel.

II. Objective

- A. To formalize a procedure for the selection of participants to attend various student meetings. This does not include those meetings that the members of the Executive Board have been designated as the participants. (e.g., FJCCSGA President's Assembly).
- B. To provide information for the completion of travel forms.

III. Procedures

- A. Selection of students to attend SGA travel events.
 - 1. The SGA will approve travel to a specified event.
 - a. This action will be submitted to the appropriate college administrative channels.
 - b. A copy of the proposal will be sent to the Office of International Education for review.
 - 2. Each campus SGA will establish criteria for the selection of students to participate in the event.

These criteria may include:

- a. Registered at the campus for six credit hours for fall and spring Term and registered for three credit hours during the summer term, with the intent of returning the next fall term.
- b. The minutes, either SGA or club, must reflect the trip was approved prior to the end of the spring term.
- c. Maintaining a 2.5 grade point average for all courses inclusive of college prep and maintaining a cumulative 2.5 grade point

Student Activities Procedures

Identification: 3.711	Page: 2 of 3	Effective Date: April 2007
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- average to travel utilizing student activities funds.
 - d. Academic assignments upon their return.
 - e. Partial payment for participation, including student insurance.
 - f. Providing a passport.
 - g. Completion of all appropriate forms.
3. A sign-up sheet for the various trips will be available in the campus Student Activities Advisor's Office. This list will have the proposed dates and a tentative travel itinerary.
 4. Once a student signs up and is approved for the trip, if a student cannot attend, they are to notify the campus Student Activities Advisor and the SGA President. An alternate will be chosen to fill the vacancy.
 5. If a student cannot attend and fails to notify the appropriate persons, or if the student fails to travel, and the campus SGA has financial loss for this (i.e., required to pay for tickets, registration, etc.), then the student will have an Administrative Hold placed on their record until all costs (i.e., registration, air fare) are reimbursed to the campus SGA.

NOTE: The decision of the campus Dean of Student Services, in consultation with the Student Activities Advisor, will be final on all exception (extenuating circumstances) requests.

B. Completion of Travel Forms

The following forms must be submitted to the campus Student Activities Advisor eight (8) months prior to traveling:

1. Club Travel Work Sheet
2. Request for Travel Authorization
 - a. The request must be signed off by the Campus Dean of Student Services, Campus President, Vice President for Student Services and Enrollment Management, and the International Education Office, who will forward the request to the College President for final approval.

Student Activities Procedures

Identification: 3.711	Page: 3 of 3	Effective Date: April 2007
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3. Student Forms

- a. International Study Abroad Program Statement of Responsibility and Authorization; Waiver, Release and Indemnification Agreement and Student Travel Agreement.
- b. Faculty Approval Form
Each student participating in a field trip or an activity must complete the Faculty Approval Form for Student Activities Projects form. It is the student's responsibility to inform each instructor of the pending field trip/activity and days missed. The instructor will sign and check their approval or disapproval on the form.
 - If an instructor checks the disapproval box on the Faculty Approval Form, then the student will be denied participation for the particular trip.
- c. Study Abroad Program Student Information Form (obtained from advisor)
- h. Medical Information Form (obtained from advisor)
- e. Request for International Travel Form (obtained from advisor)

C. Team/Student Group Travel Reconciliation Form

Upon return the reconciliation of travel form must be completed. As noted on the bottom of the form, original receipts must be attached. The form must include student signatures (on back) and be signed by the club advisor.

See the campus Student Activities Advisor for complete details.

Clubs

Student Activities Procedures

Title: Student Organization Policies	Identification: 3.800
Page: 1 of 2	Effective Date: August 2002

I. General

Students participating in student organizations must recognize that their actions as individuals reflect upon their organization and that the activities of an organization reflect upon its members. The individual student must assume responsibility for his own actions as well the actions of the organization to which he belongs. Accordingly, an organization must assume responsibility for the actions of its members, especially those actions related to the behavior of persons participating in organization-sponsored activities.

II. Procedure

Responsibilities of student organizations include the following:

- A. Maintain a current roster of members and officers and submit a copy of the roster to the campus Student Activities Advisor at the beginning of each semester.
- B. Deposit all organization funds in an account established for them in the College's Accounting Office. Maintain a strict accounting of monies collected and spent. All student organizations must submit an annual financial report to the campus Student Activities Advisor by June 30 of each year. (See SGA Procedure 3.805 Annual Financial Report.)
- C. Hold all meetings and plan all activities in consultation with the organization's advisor. All meetings should be held on campus unless off-campus facilities are arranged for and approved through the campus Student Activities Advisor.
- D. Request approval of activities at least four weeks prior to the date of the proposed activity from the campus Student Activities Advisor. Hold only approved activities.

Student Activities Procedures

Identification: 3.800	Page: 2 of 2	Effective Date: August 2002
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- E. Insure that all actions of the organization are in accordance with college regulations and policies pertaining to the code of student conduct (see HCC Student Handbook “Code of Student Conduct” and the “Student Bill of Rights”). Any method of initiation into a student organization that may be construed as hazing is prohibited.

- F. Have all posters and/or publicity materials approved by the campus Student Activities Advisor before posting.

Student Activities Procedures

Title: Role of Student Organization Advisor	Identification: 3.801
Page: 1 of 2	Effective Date: July 28, 1987

I. General

This material is provided to clarify points regarding the advisor's role, accounting procedures, and the supervisor of student organization activities.

II. Procedure

Involvement in student government may be a new experience for community college students. Therefore, the role of the club faculty/staff advisor is important. It is necessary for the club advisor to be more actively involved in the operation of the organization than would be expected of the same position in a university setting.

The greatest challenge that the student organization faces is in the area of planning and preparation. Activities must be planned well in advance, three to four weeks minimum. Any undertaking, no matter how small, requires careful and thorough planning to insure success. The club advisor can make valuable contributions by emphasizing the need for careful selection, planning, and follow-through on all projects, by emphasizing the need to commit all plans to writing, and by making the students aware of the resources available on campus and in the community.

Attendance by faculty guests at all social events/functions is required. Faculty guests may be any advisor and spouse, or any couple, one of whom is a member of the HCC faculty or staff. A social event/function is any gathering of students and guests that a student organization plans, finances, or provides refreshments or entertainment for.

Scheduling is required for all social functions either held on campus or made possible through the use of student activities funds. All proposed social activities conducted on campus should be approved as follows:

- A. By notification of the campus Student Activities Advisor, and
- B. By approval of the campus Dean of Student Services.

Student Activities Procedures

Identification: 3.801	Page: 2 of 2	Effective Date: July 28, 1987
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In order to promote effective communication among organizations and to avoid conflicts of student activities, a calendar is maintained in the campus Student Activities Advisor's Office listing the date, time, and place of all approved activities. Time and location of co-curricular activities must be cleared through the campus Student Activities Advisor and the campus Dean of Student Services before it can be placed on the activities calendar.

Registration of social events will be filed with the campus Student Activities Advisor at least four (4) weeks prior to the event. For further information, contact the campus Student Activities Advisor.

Student Activities Procedures

Title: Responsibilities of Organization Advisor	Identification: 3.802
Page: 1 of 2	Effective Date: December 19, 1982

I. General

This material is provided to clarify points regarding the Organization Advisor's responsibilities.

II. Procedure

- A. Be familiar with the contents of the Student Activities Handbook, the Student Bill of Rights, the policies governing student organizations provided in this handbook. In addition, he/she should have a general knowledge and understanding of applicable college policies and procedures.
- B. Assist with the formulation and/or revision of the organization's constitution as necessary.
- C. Insure that meetings are properly scheduled and serve as a resource person at executive and regular meetings of the organization.
- D. Advise the organization in the planning of activities and events.
- E. See that activities and events are cleared in advance through the campus Student Activities Advisor and the campus Dean of Student Services in accordance with established procedures. Application for approval of activities should be made at least four (4) weeks prior to the date of the proposed event.
- F. Oversee the finances of the organization, approving requisitions for payment of bills from organization funds, and insure that the organization adheres to college fiscal policies, including the accurate accounting of the expenditure of funds received from the SGA. Assist the organization in the submission of an annual financial report in June of each year to the campus Student Activities Advisor.
- G. Work with the officers of the organization to promote efficient and effective administration of the group.

Student Activities Procedures

Identification: 3.802	Page: 2 of 2	Effective Date: December 19, 1982
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- H. Assist in the development of training and/or orientation programs for new members of the organization.
- I. Supervise activities and events scheduled by the organization and consult with the campus Student Activities Advisor or the campus Dean of Student Services when questions or problems regarding the organization arise.

Student Activities Procedures

Title: Forming Student Clubs and Organizations	Identification: 3.803
Page: 1 of 3	Effective Date: July 28, 2006

I. General

Hillsborough Community College will recognize only those organizations whose purpose is compatible with the general purpose of the College; whose activities are in accord with local, state, and federal statutes; and whose policy of open record, open membership, and open conduct of business is rigidly enforced.

II. Objective

In order to be a recognized organization on campus, the following procedures for forming Clubs and Organizations must be followed.

III. Procedure

Students interested in forming or continuing on a yearly basis as a club or organization on campus must follow the policies for records, memberships and conduct of business as defined by local, state, and federal statutes.

Open Record

Shall mean that all current records of purpose, membership, finances, and activities shall be filed in the campus Student Activities Advisors' Office.

Open Membership

Shall mean that membership and participation in all activities shall be open to all HCC students who:

- A. Maintain at least half-time enrollment (6 hours) at their campus of residence (home campus). Exceptions to this procedure will only be made upon the recommendation of the campus Student Activities Advisor and approval of the campus Dean of Student Services.
- B. Are in good standing and maintain a cumulative 2.0 grade point average inclusive of college prep courses to hold the office of student representatives.

Student Activities Procedures

Identification: 3.803	Page: 2 of 3	Effective Date: July 28, 2006
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C. Are in good standing and maintain a cumulative 2.5 grade point average to hold an executive office.

D. All members must have a 2.5 GPA to travel.

NOTE: Higher grade point averages can be specified in the club constitution, i.e., PTK has a 3.5 GPA requirement for application and a 3.2 GPA to continue in good standing.

E. Executive office positions in the organization shall be open to students whose cumulative grade point average is 2.5 or better (inclusive of college prep courses).

Open Conduct of Business

Shall mean that except when special circumstances demand the utilization of off-campus facilities, all meetings shall be held on campus.

A. It is the responsibility of the campus Dean of Student Services to administer all campus Student Activities, including the formulation of student clubs and organizations. Groups who are interested in forming clubs and organizations must complete the Student Club/Organization Form (HCC Form 3-6-002) stating the purpose and intent of the proposed organization and submit it to the Student Government for approval. This petition must be accompanied by three (3) copies of the organization's proposed constitution and a letter, memorandum, or official statement from any full-time faculty/staff member, indicating his/her willingness to serve as an advisor to the petitioning group. The petition must be signed by at least ten (10) currently enrolled HCC students who meet the requirements for membership. Accompanying the petition will be a roster with the name, address, telephone number, and HCC student I.D. number of all names on the petition. Upon approval by the SGA, the petition shall be submitted to the campus Student Activities Advisor for referral to the campus Dean of Student Services.

Student Activities Procedures

Identification: 3.803	Page: 3 of 3	Effective Date: July 28, 2006
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- B. The campus Student Activities Advisor will inform the proposed club at the time of their application submission (in writing), that they will be required to submit a detailed proposed budget within 30 days of the club's official approval or the campus Student Activities Advisor will notify (in writing) the Club President and Club Advisor that they are disqualified and must re-apply for recognition as an official club. (See Student Activities Procedure 3.804 Club Budget Proposal and SGA Allocation.) The club budget will then be placed on the SGA agenda for approval.

- C. Clubs are responsible for maintaining all financial records/documents (i.e., canceled checks, receipts, etc.) for a minimum of three years.

For continued recognition, each organization must execute and submit HCC Form 3-6-002 at the beginning of each academic year. (If no changes are made to their constitution, a new constitution need not be submitted each year with Form 3-6-002).

Student Activities Procedures

Title: Club Budget Proposal and SGA Allocation	Identification: 3.804
Page: 1 of 3	Effective Date: November 2005

I. General

Fiscal and accounting procedures for student organizations have been established by the college and a summary of those procedures is included in this handbook. The auditors are very thorough, and they insist upon our compliance with the established procedures. Therefore, it is essential for advisors and members of student organizations to fully understand and follow these procedures. Proper documentation of expenditures, payments by check, accurate record keeping and prompt deposit of collections are very important.

II. Objectives

- A. To clarify the procedure for the submission of club budget information.
- B. To establish a procedure for the dissemination of SGA allocations to said club.

III. Procedures

A. Club Budget

It is the responsibility of the campus Student Activities Advisor to inform the applying club, at the time of their recognition submission, that they are required to submit a detailed budget and activities calendar within 30 days of the Campus President's official approval.

- 1. The campus Student Activities Advisor will forward the following items to each club president and advisor at the time of application submission.
 - a. The Proposed Budget Request Form
 - b. A sample worksheet
 - c. A sample calendar of activities

Student Activities Procedures

Identification: 3.804	Page: 2 of 3	Effective Date: November 2005
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2. The campus Student Activities Advisor will inform the club of the deadline date for the proposed budget submission and note it on his/her calendar.
3. Club officers and the advisor will prepare a budget to be submitted to the SGA for consideration at the beginning of each year.
4. Each club advisor is responsible for approving the budget proposal worksheet and signing the form and submitting it to the campus Student Activities Advisor.

B. SGA Allocation

1. As the clubs return their completed budgets, the campus Student Activities Advisor will check each form for club advisor's signature, completeness, and place the budget on the SGA agenda for review and approval at the next SGA General Committee Meeting (full SGA - Executive Board, Senate, Club Representatives). If the General Committee denies the proposed budget, the campus Student Activities Advisor will forward all paperwork back to the club for revision and re-submission.
2. Upon approval of the clubs budget, the SGA will vote to appropriate the allocation to the club in a fair and equitable manner with viewpoint neutral. The allocation will be based on the designated amount approved during the SGA Budgeting Cycle. (See Student Activity/Service Fee Procedure 3.608).

The stipend is not to exceed the designated amount approved during the SGA Budgeting Cycle per fiscal year. The disbursement of these funds shall be one-half of the allocation for the Fall semester and the remaining half in the Spring semester or the full allocation in the Spring semester only, assuming all criteria has been met by the individual club and the club did not receive a stipend in the Fall Semester. Stipends will be processed within a four (4) week time requirement and will be deposited directly into the Club's College Account.

Student Activities Procedures

Identification: 3.804	Page: 3 of 3	Effective Date: November 2005
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3. All requisitions for expenditures from the Club's College Account will require the signature of the club representative (or designee) and the signature of the Club Advisor and minutes of the club meetings where expenditure was approved.
4. It is the clubs officers' responsibility to create a detailed listing of the club's financial spending for each fiscal year, complete, and submit an annual financial report by June 30 of each year.
5. Clubs are responsible for maintaining all financial records and documents for a minimum of three (3) years.

Refer to 3.805 Annual Financial Report.

Student Activities Procedures

Title: Annual Financial Report	Identification: 3.805
Page: 1 of 2	Effective Date: August 2002

I. General

The college requires that all student organizations (i.e., SGAs, clubs, and district-wide student activities funded projects) file an Annual Financial Report at the end of each fiscal year (June 30).

II. Objective

To provide guidelines for maintaining a strict accounting of the monies collected and spent by student organizations (i.e., SGAs, clubs, and district-wide student activities funded projects) and delineate the proper format required for submitting the annual financial report.

III. Procedure

- A. Organizations or clubs must recognize that their actions and activities reflect upon the college and its student body. Accordingly, an organization (i.e., SGAs, clubs, and district-wide student activities funded projects) must be very thorough in its record keeping of all deposits and expenditures.
- B. The following financial records should be maintained by each organization (i.e., SGAs, clubs, and district-wide student activities funded projects) on a monthly basis:
 - 1. Detailed transaction list of expenditures;
 - 2. Detailed list of payments by check;
 - 3. Detailed list of deposits; and a
 - 4. Combines summary list, by month, of expenditures, payments, and deposits. (See Annual Financial Report – Parts 1 and 2 forms).
- C. The campus Student Activities Advisor will remind all organizations (i.e., SGAs, clubs, and district-wide student activities funded projects) and their advisors of the required June 30 submission of the Annual Financial Report.

Student Activities Procedures

Identification: 3.805	Page: 2 of 2	Effective Date: August 2002
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- D. Organizations (i.e., SGAs, clubs, and district-wide student activities funded projects) are required to fill out the "Annual Financial Report Form Part 1" and the "Club Worksheet - Annual Financial Report Form Part 2." This listing should be a summary of the financial transactions that occurred over the past year as compared to their proposed budget submitted at the beginning of the year and the actual expenditures incurred during the year.

- E. If the report is not submitted by the June 30 deadline, the campus Student Activities Advisor will forward a memorandum to the organization's (i.e., SGAs, clubs, and district-wide student activities funded projects) director or advisor informing them that the club has been placed on probation.

Sample Memorandum:

TO:

FROM:

RE: Annual Financial Report

Please note that your organization (i.e., SGAs, clubs, and district-wide student activities funded projects) is in violation of Student Activities Office Procedure 3.805. The Annual Financial Report was due to the campus Student Activities Advisor on June 30. Appropriate forms and information were given to you in April.

The submission of the Annual Financial Report is required of all organizations (i.e., SGAs, clubs, and district-wide student activities funded projects) that are sanctioned by the College.

This report has not been received; therefore, **your** organization (i.e., SGAs, clubs, and district-wide student activities funded projects) **has been placed on probation** and cannot conduct activities, expend funds, etc. until the report has been completed and submitted. Additionally, please make sure that your club bank accounts are changed to reflect current officers.

This probation will be lifted when all necessary forms are submitted.

If you have any questions, please contact me at _____ or the campus Dean of Student Services at _____.

- F. All financial records should be kept for a minimum of three years.

Student Activities Procedures

Title: Club Chaperones	Identification: 3.806
Page: 1 of 1	Effective Date: August 2000

I. General

The purpose of this procedure is to insure that college regulations are followed during any on or off campus activities or functions offered by a club.

II. Purpose

A minimum of two faculty or staff chaperones is required for activities such as dances or other events open to the student body as a whole. For smaller, restricted events, a faculty or staff sponsor may function as the chaperone and on larger events, the campus Dean of Student Services may request that additional chaperones, security, or off duty police officers be provided at the expense of the organization or club sponsoring the event.

If there is any evidence of misbehavior, the chaperones should instruct the student in charge to remedy the situation. If the problem persists, the campus Security Office should be notified and a report made to the campus Student Activities Advisor who will in turn notify the campus Dean of Student Services. Chaperones should be familiar with all college regulations. The chaperone should report the incident to the campus Student Activities Advisor and the campus Dean of Student Services.

A chaperone that has agreed to monitor an event must sign a Chaperone's Agreement form two (2) days prior to the scheduled event.

A Chaperone's Report must be completed two (2) class days after the scheduled event/activity by the attending chaperone(s) and submitted to the campus Student Activities Advisor.

NOTE: This report is a confidential statement, to assist the campus Student Activities Advisor in guiding the activities of the students/clubs.

Forms