

# **STUDENT CLUBS AND ORGANIZATIONS**

## **POLICY FOR FORMING CLUBS AND ORGANIZATIONS**

Student clubs and organizations can be formed on any campus, according to HCC policies and procedures.

The following guidelines apply:

1. Students who wish to form a club or organization should contact the campus Student Activities Advisor for help in completing the required forms.
2. Each approved student club and organization operates as a member of the HCC community, with the associated privileges and responsibilities.
3. If the College President finds that the behavior of the members of a student club or organization is inimical to the goals of the College, the President may recommend to the District Board of Trustees that the club or organization be suspended or terminated.

## **RESPONSIBILITIES OF ORGANIZATION ADVISORS**

Each student organization must have at least one advisor who is a full-time HCC employee. The advisor's duties and term of office must be specified in the organization's constitution. The Campus President or his/her designee must approve advisors.

Advisors may guide but should not interfere with the operations of clubs or organizations unless their activities violate HCC policies or procedures.

Those serving as advisors to student organizations must meet the following responsibilities:

- attend all official meetings;
- participate actively in formulating group policies and programs;
- ensure the organization maintains standards of good taste and conduct;
- ensure the organization operates in concert with HCC's purpose and goals; and
- approve organizational expenditures and ensure the organization's financial records are properly maintained.

## **RESPONSIBILITIES OF THE STUDENT ORGANIZATIONS TO ADVISORS**

In their relationships with their advisors, student organizations must exhibit the following behaviors:

- in advance, informing the advisor of all meetings; and
- holding regular conferences with and seeking the counsel of the advisor.

## **STUDENT GOVERNMENT ASSOCIATION**

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 GOVERNMENT CONSTITUTION

## 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:

- 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 voting representative and two 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.

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 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 15th 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.
  1. Student may vote using the following criteria:
    - a. Show a valid term registration identification card.
    - b. Show a picture identification.
    - c. 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. 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.
- C. Must be a student in good standing and maintain a cumulative 2.5 grade point average to hold an executive office.
- D. Must have a 2.5 GPA to travel utilizing student activities funds.

## **ARTICLE VII – AMENDMENTS TO THE CONSTITUTION**

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

(Approved 10/11/04)

# **STUDENT HEALTH AND WELLNESS**

## **ALCOHOL AND DRUGS POLICY**

The unlawful manufacture, distribution, dispensation, possession or use of controlled substances while at school or on College property is strictly prohibited. In addition, a student is prohibited from being under the influence of alcohol or having possession or use of alcoholic beverages while at school or on College property.

The College will provide full cooperation with local law enforcement agencies for alcohol and drug-related violations. Sanctions may include referral for prosecution, expulsion of a student and termination of an employee or completion of an appropriate rehabilitation program. A student who is formally charged by a proper prosecuting attorney with drug violations, may, following an administrative hearing, be suspended until his/her case is adjudicated. (HCC Administrative Procedures prohibit alcohol on HCC property or at HCC functions without prior authorization by the College President or appropriate Campus President.)