Student Activities Procedures

<table>
<thead>
<tr>
<th>Title: Forming Student Clubs and Organizations</th>
<th>Identification: 3.803</th>
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<td>Page: 1 of 3</td>
<td>Effective Date: July 28, 2006</td>
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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.
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.
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).
# Hillsborough Community College

**STUDENT CLUB/Organization**

Each new and continuous student club/organization will complete this form annually.

Student clubs/organizations at HCC will permit membership to all students regardless of race, age, sex, religion, disability or national origin.

<table>
<thead>
<tr>
<th>Club Organization</th>
<th>Campus</th>
<th>Academic Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Advisor</td>
<td>Ext.</td>
<td>Off-Campus Affiliate</td>
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</tbody>
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**Statement of Purpose**

**Academic Requirements/Restrictions for Officers**

| GPA | Freshman (0-31 Hrs) | Sophomore (32+ Hrs) | Full-Time | Part-Time | Other |

**Proposed Activities**

**Proposed Budget**

**Officers: President**

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<thead>
<tr>
<th>Address</th>
<th>Phone</th>
<th>GPA</th>
<th>Hours Completed at HCC</th>
<th>Social Security Number</th>
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**Vice President**

<table>
<thead>
<tr>
<th>Address</th>
<th>Phone</th>
<th>GPA</th>
<th>Hours Completed at HCC</th>
<th>Social Security Number</th>
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**Secretary**

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<tr>
<th>Address</th>
<th>Phone</th>
<th>GPA</th>
<th>Hours Completed at HCC</th>
<th>Social Security Number</th>
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**Treasurer**

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<tr>
<th>Address</th>
<th>Phone</th>
<th>GPA</th>
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**Additional Information**

*Please print in black ink/type the membership list and attach to this form. Include the name, social security number, class standing and signature of each member of the club/organization.*

<table>
<thead>
<tr>
<th>Faculty Advisor</th>
<th>Date</th>
<th>Campus Coordinator of Student Activities</th>
<th>Date</th>
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<tbody>
<tr>
<td>President Student Government Association</td>
<td>Date</td>
<td>Campus Dean of Student Services</td>
<td>Date</td>
</tr>
<tr>
<td>Campus President</td>
<td>Date</td>
<td>Director of Student Services</td>
<td>Date</td>
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</table>

**Approved:**

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<tr>
<th>Vice-President of Education &amp; Student Development</th>
<th>Date</th>
</tr>
</thead>
</table>
CLUB BUDGET PROPOSAL
(Estimated Revenue and Expenditures)

Club Name

Date (Fiscal Year)

Club President's Name

Campus

Revenues Received:
(Please list cash balance at beginning of year, and estimate club funds raised, as well as HCC funds expected.)

TOTAL REVENUE RECEIVED: $________

Estimated Expenditures:
(Please itemize.)

TOTAL AMOUNT EXPENDED: $________

ESTIMATED END-OF-YEAR BALANCE: $________

Club President's Signature " " Campus Student Activities Advisor

Club Advisor's Signature " " Campus Dean of Student Services