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 Activities Procedures

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 (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
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.

1. Election dates will be set for the same week at each campus

   a. Elections will span a 2-day period.

Students may vote using the following criteria:

   a. Show picture identification.
   b. Sign for ballot.
   c. Shall be advertised via flyer and social media.

**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 – Campaigning

A. Candidates may campaign one week prior to the election. Campaign materials must be removed by the student at the conclusion of the 2nd day of elections.
B. Candidates must incur all costs of campaigning.
C. The SGA advisor must approve all campaign materials.
D. Students may campaign on campus using flyers, posters and social media.

Article VIII – 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 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.

Article IX - Amendments to the Constitution

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

The Student Government Association is governed by Florida State Statutes, State Board of Education Rules, Florida College System 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

<table>
<thead>
<tr>
<th>Title: Term of Office for SGA Executive Board Members</th>
<th>Identification: 3.603</th>
</tr>
</thead>
<tbody>
<tr>
<td>Page: 1 of 1</td>
<td>Effective Date: September 27, 2004</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Title: Duties of Executive Board Officers</th>
<th>Identification: 3.604</th>
</tr>
</thead>
<tbody>
<tr>
<td>Page: 1 of 4</td>
<td>Effective Date: September 26, 2011</td>
</tr>
</tbody>
</table>

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. She/He 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.
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. She/he 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. She/he 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.
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 office of treasurer is optional and may be filled at the discretion of each campus.

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.
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 an 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.
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:
  - General Meetings
  - Executive Board Meetings
  - Committee Assignments
  - SGA Obligations (i.e., FCSSGA)
  - 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: $800
- 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.
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.
SGA Officer Evaluation

Students will be rated on a scale of 1-5:

1 = Never, 2 = Rarely, 3 = Sometimes, 4 = Most of the Time, 5 = Always

Did the officer attend SGA meetings and committee meetings on which they served? ______

Did the officer perform the duties outlined in the Student Activities Handbook? ______

Did the officer display a positive attitude? ______

Has the officer conducted themselves in a manner becoming an SGA officer while on campus and while representing the SGA off campus? ______

Has the officer worked well with the SGA and SGA advisor? ______

Has the officer consistently communicated with the SGA and SGA Advisor? ______
Student Activities Procedures

<table>
<thead>
<tr>
<th>Title: Student Government Association Elections</th>
<th>Identification: 3.606</th>
</tr>
</thead>
<tbody>
<tr>
<td>Page: 1 of 2</td>
<td>Effective Date: September 26, 2011</td>
</tr>
</tbody>
</table>

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 return it 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.
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 or picture identification accompanied by a current class schedule.

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. If the election is held on-line, the advisor will verify the electronic tabulation with the company they used.

G. All participants will be notified of the election outcomes the day after the elections are finalized.
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 an 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 the SGA.

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

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 an SGA member. They will be eligible to reapply at any succeeding term but will forfeit their next term allocation.
Notification of Probation:

MEMORANDUM

TO:
FROM:
DATE:
RE: Notification of Probation

Please note that you/your organization is in violation of Student Activities Procedure 3.607. Verbal notification for the first violation was given on [DATE]. Receipt of this warning is logged in the Student Activities Advisors office.

Attendance indicates that you have missed two consecutive meetings/four meetings in a term. Due to this violation you/your organization is on probation. As a result you/your organization will not be eligible to vote at the next SGA meeting. A copy of this memo will be on file with the Dean of Student Services.

Please note, if you/your organization miss three consecutive meetings or five meetings in a term you/your organization will be dismissed from the SGA. All rights and privileges associated with membership will be immediately revoked, including all club account finances.

If you have any questions, please contact me at ______________ or the Campus Dean of Student Services at _______________.

cc: SGA Accountant
Notification of Dismissal:

MEMORANDUM

TO:  
FROM:  
DATE:  
RE: Notification of Dismissal

Please note that you/your organization is in violation of Student Activities Procedure 3.607. Written notification for the probationary violation was given on [DATE]. Receipt of this warning is on file in the Student Activities Advisors office.

Attendance indicates that you have missed three consecutive meetings/five meetings in a term. Due to this violation you/your organization is dismissed from the SGA. As a result all rights and privileges associated with membership will be immediately revoked, including all club account finances. You may reapply for membership at the beginning of the next term but will forfeit your next term allocation. A copy of this memo will be on file with the Dean of Student Services.

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

cc: SGA Accountant
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 College System Activities Association (FCSAA) 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 20 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)

<table>
<thead>
<tr>
<th>Campus</th>
<th>Brandon</th>
<th>Dale Mabry</th>
<th>Plant City</th>
<th>Ybor City</th>
<th>SouthShore</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>SGA Pres.</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>SGA Rep.</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>CAB</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>10</td>
</tr>
<tr>
<td>Total</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>20</td>
</tr>
</tbody>
</table>

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:  September 26, 2011

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
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 may 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

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: September 26, 2011

I. General

The 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. The 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. Note: If the vendor has not been approved, the vendor will need to submit the Vendor Registration Form available on the HCC website;
5. Insurance requirements have been met;
6. Complete description (include brand name and catalog number when available);
7. Appropriate approvals; and
8. Forward the Justification of Expenditure of Student Activity Service...
Fee form if food is being requested, advertisement of the event (flyer, poster, etc.), vendor contract and approved minutes to the Accounts Payable Department.

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.
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 include, but are not limited to, not having a club representative attend all of the SGA meetings, failing to provide copies of the organizations budget in a timely manner, and failure of the organization to participate in all SGA sponsored events.

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 for 30 days and will not be allowed to expend club funds, 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.

d. If the student organization accrues multiple violations, the organization will be disbanded on the third infringement. This notification will be provided in writing. Copies will be kept on file in the office of Student Activities and a copy will be sent to the campus Dean of Student Services.

B. Major

Major infractions would include disregarding Policies and Procedures which place the college in a liability situation. Examples of these infractions include but are not limited to students traveling without appropriate authorization, students traveling without an advisor, participating in dangerous activities or failure to pay for items ordered with community vendors via the process outlined in section 3.704.

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.
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.