Clubs
Student Activities Procedures

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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 as 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. Notification of any changes to club roster mid-term must be submitted in writing to the Student Activities Advisor.

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. Meeting date and time should be on file with the Student Activities Advisor.
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.
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.
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.

Notification of the cancellation of a planned event should be given immediately to the Student Activities Advisor.
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.
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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.

III. Failure to perform the duties outlined in section II will lead to disciplinary action.

A. Minor Infractions:
   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 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.

B. Major Infractions:
   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. In instances such as these the Dean of Student Services will notify the club advisor in writing that they have violated college policies and procedures and that they will no longer serve as club advisor.
Student Activities Procedures

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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).
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
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.
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.

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

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.
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.

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

TO:

FROM:

DATE:

RE: Annual Financial Report

Please note that your organization 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 that are sanctioned by the College.

This report has not been received; therefore, your organization has been placed on probation and cannot conduct activities, expend funds, etc. until the report has been completed and submitted.

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 ___________.

cc: SGA Accountant
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.