

P O L K S T A T E C O L L E G E

HANDBOOK FOR STUDENT ORGANIZATIONS

Appendix A to PSC Procedure 5011
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INTRODUCTION

The philosophy of Polk State College encourages the formation of student organizations, which enrich the college educational experience. Organizations centered around social, service, political, or other interests benefit members and college alike. A group of students with a common goal can establish an organization at PSC that provides fellowship with other students and opportunities for individual growth. One of the purposes of this Handbook is to describe the procedures for organizing and chartering such clubs.

The Handbook is also for chartered student organizations. College policies pertaining to organizations are included, as are procedures for scheduling special activities. All club advisors and members should become familiar with these policies.

WHAT IS A “CHARTERED” ORGANIZATION

PSC chartered student organizations are those which have been given official recognition by the college administration and the Student Activities Board.

Chartered student organizations have only PSC students as members and are not directly funded by the college. No PSC organization’s charter permits exclusion from membership on the basis of race, creed, age, sex, color, or national origin. College funded organizations such as the Student Activities Board and the PSC Reader’s Theatre are considered extensions of the college structure and are governed by policies and rules applying to regular college functions.

Active chartered organizations have certain privileges and responsibilities.

Privileges of Chartered Clubs:

1. May request use of college facilities.
 - a. College will determine appropriate use of facilities.
 - b. Extra expense connected with use of facilities (extra security, utilities, media support, cleaning, etc.) may be charged to the club. Use of available and suitable space during regular college hours will be provided at no charge.
2. May submit announcements for publication in the What’s Happening.
 - a. All announcements must be signed by the club sponsor.
 - b. Announcements are approved by the Student Activities Board.
 - c. The What’s Happening may only be used to announce regular club meetings and activities, which have been approved according to the procedure in **SCHEDULING SPECIAL ACTIVITIES**.
3. May post announcements on campus.

- a. All posters, flyers, etc., must comply with guidelines in PUBLICITY section of this Handbook.
4. May request other college services.
 - a. Clubs may request help from the Student Activities Office for occasional typing, duplication, and use of the phone. These services will only be provided when not in conflict with Student Activities functions.
 - b. Club sponsors may request media services for approved club functions. Media expense may be charged to the club.

Responsibilities of Chartered Clubs:

1. Sponsor must be involved in all official activities, on or off campus.
2. College approval must be obtained for all official club activities (projects, regular meetings, etc.).
3. Financial records must be open to school inspection and audit. Complete records of income and expenditures must be kept.
4. Clubs must supply requested information to Student Activities Office.
5. Club activities must comply with school policies and procedures and with rules set forth for clubs by the Student Activities Board.
6. Clubs must function only with knowledge of club sponsor.
7. When participating in club activities on or off campus, clubs must represent PSC in such a way as to enhance the college's standing in the community.
8. Clubs may use the PSC name only in connection with approved official club activities.
9. Clubs may hold only those activities that fulfill or address the stated club purpose.
10. Clubs must obtain college approval of any changes in the club purpose or constitution.
11. Clubs must establish practices, which in no way exclude students on the basis of race, creed, age, sex, color, or national origin from membership or participation.

Failure to comply with these responsibilities will result in an administrative review by the Associate Dean of Student Services with possible action to suspend the organization from any activity on campus and/or revocation of the organization's charter.

After reviewing the responsibilities and privileges associated with charter status, a group may decide to exist without being chartered. Such groups may not use the college name in conjunction with any of their activities or as part of the name of the organization. These groups will not be granted any of the privileges of chartered organizations.

HOW ARE NEW ORGANIZATIONS CHARTERED

New organizations may be chartered during Term I and Term II each year.

Procedure for establishing or reactivating an Organization is as Follows:

1. Apply for permission to organize.
 - a. Obtain form from Student Activities Office.
 - b. Provide information about club name, purpose, intent, and benefit to college.
 - c. Form must be signed by 12 registered PSC students who intend to be members of the club. All students Signatures must be legible and must be accompanied by student ID numbers.
 - d. Form must be signed by a PSC staff member who is willing to serve as club sponsor and accept the responsibility of sponsorship as outlined in this Handbook. The sponsor must be available during anticipated club activities. This availability must not conflict with regular work assignments.
 - e. Propose times and dates for organizational meetings.
 - f. Return all information, with signatures, to Student Activities Office.
 - g. The request will then be submitted to the Associate Dean of Student Services who may grant permission to hold organizational meetings.
2. If the request is approved by the Dean of Student Services, you will have 30 days to get organized. During this time:
 - a. You may hold up to 5 announced organizational meetings on campus.
 1. The club sponsor must attend all meetings.
 2. Request rooms and announcements through Student Activities Office.
 3. Get approval for posters and flyers announcing meetings through Student Activities Office.
 - b. Prepare a constitution and set of by-laws for your club.
 1. Student Activities will provide an outline with guidelines for you to follow.
 2. Have the constitution and by-laws typed and proofread. The Student Activities Office will help.
 3. The constitution must then be ratified (i.e., read and signed) by 12 prospective student club members and the sponsor.
 - c. Set proposed meeting days and times for the term.
 - d. Prepare a charter request.

1. Obtain a charter request form from Student Activities.
 2. This must be signed by the sponsor and 12 students. At least 9 of these students must also have signed the constitution and the form requesting permission to organize.
 3. Type all requested information on the form – purpose, name, outside affiliations, etc.
- e. Prepare a tentative list of club activities for the term.
3. Submit to Student Activities Office a completed and signed:
 - a. Charter request
 - b. Club constitution and by-laws
 - c. Proposed meeting times and days for term
 - d. Proposed club activities for term
 4. These requests must be approved by the Student Activities Board and the Associate Dean of Student Services. Club representatives may be asked to present the requests to the S.A.B. and/or the Associate Dean of Student Services in person to answer any questions. If the requests are not approved, written explanations will be sent to the club sponsor.
 5. If all requests are approved, the college will grant a club charter, and the club may then begin to function as a PSC chartered organization.

The approval of charter requests and constitutions is based on consideration of the purposes of the organization. The club purpose and constitution should:

1. Enhance the educational mission of the college.
2. Be in harmony with college policies and goals.
3. Not encourage activities which are illegal or in conflict with college policies and goals.
4. Not discriminate unfairly against any student on the basis of race, religion, color, national origin, sex, age, handicap, veteran status, or any other such factor.
5. Not threaten the health, safety, or property of members of the Polk Community.
6. Not interfere with the effective functioning of the college or that of any other chartered student organization.

If the request is denied, students may appeal that decision to the President of the College.

WHAT IS AN “ACTIVE” CHARTERED ORGANIZATION

In order to receive the club privileges described in this Handbook, chartered organizations must maintain “active status”. To do this, each organization must file a “Current Club Information” form in the Student Activities Office at the beginning of each academic year.

Having filed this form, an organization is considered to be “active” if it is carrying on regular activities and holding regular meetings on the PSC campus.

If an organization has been inactive for more than one academic year, it is necessary to go through the chartering process in order to reactivate the club.

The Associate Dean of Student Services or the Student Activities Board may withdraw a charter and/or active status from any organization whose activities:

1. Are outside the stated purposes of the organization or are in violation of the organization’s approved constitution.
2. Have led to actions determined to be violations of college rules or of state or federal law, or have incited individuals to such violations.
3. Conflict with the requirements of initial recognition.

INFORMATION FOR ADVISORS

All PSC student organizations must have an advisor who is a staff member and who has been approved as advisor by the Dean of Student Services. There is no financial remuneration for advisors. The Dean of Student Services approval of sponsors is based on expressed interest, availability of time, level of commitment to the club, and past record of club sponsorship. Any staff member-career, faculty, or administration – may apply for sponsorship provided such service would not conflict with regular work assignments.

Experience with student organizations in community colleges indicates that the role of advisor is a most important one. The advisor of the student organization in the community college must participate actively in the organization. Therefore, it is imperative that the advisor attend all meetings, express his or her views, work with members of the group to develop an efficient and effective organization, and insure that college policies and an efficient and effective organization, and insure that college policies and procedures are followed. The advisor must be both accessible and interested, providing whatever advice the group and its officers might seek from him or her.

Listed are several special areas in which an advisor should take an active role:

1. Assist with recruitment and orientation of new members.
2. Oversee the finances of the organization.
3. Help students plan activities far enough in advance to avoid difficulties.
4. Help find chaperones for special events.

5. Faculty sponsors, with the help of the organization, are responsible for carrying out the college rule stating that the possession or the consumption of alcoholic beverages or illegal drugs at any PSC function is strictly prohibited. All members, the advisor, and chaperones attending the function share this responsibility.
6. Advisors should be aware that problems might be encountered from persons who are not members of the college community but who attend functions of the organization. Members of student organizations should be reminded that they are directly responsible for the conduct of their guests at any PSC function.
7. The advisor should see that the activities and events sponsored by the organization are cleared in the Student Activities Office, in accordance with established procedures.
8. Consult with the Coordinator of Student Activities when questions or problems regarding the organization arise.

THE INTER CLUB COUNCIL

The ICC is a standing committee established by the Student Activities Board. It is composed of representatives from each chartered organization on campus and is chaired by a representative of the S.A.B. The group's main function is to coordinate the efforts of all clubs and the S.A.B. ICC meetings will be announced.

THE STUDENT ACTIVITIES OFFICE

The Student Activities Office in the Student Center is a place for students to go for information and assistance. The office offers resources and services for clubs, such as:

1. Charter forms and procedure information for new clubs.
2. Current information forms for active clubs.
3. Listing of active clubs and sponsors.
4. Calendar of campus events.
5. Assistance in completing request forms for new clubs.
6. Help in finding advisors and chaperones.
7. Information on college policies, services, and facilities.
8. Activity and facility request forms
9. Assistance in publicizing special events and membership drives.

The office is open weekdays, 8:00 a.m.-5:00 p.m., to assist students in planning special activities.

SCHEDULING SPECIAL ACTIVITIES

The following procedure must be followed when any chartered student organization is planning events other than regular club meetings. Activities of all clubs must be coordinated through the Student Activities Office so as not to conflict with other college programs. Requests must also

be screened for compliance with college policy.

1. Fill out an “Activities Request – PSC Chartered Organizations” form in the Student Activities Office.
 - a. Complete only with advisor’s signature.
 - b. Return to the Student Activities Office at least two weeks in advance of proposed program.
 - c. Discuss any special problems with the Student Activities Coordinator.
2. Get proper approval.
 - a. If this activity concerns only club members, approval from the Student Activities Board and Coordinator will be sufficient. The Coordinator will indicate whether or not the activity should be sent on for further approval.
 - b. If the activity has campus wide impact, the Coordinator of Student Activities will send the request to the Director of Student Activities & Athletics for approval.
3. Upon approval of the activity, reserve facilities (room, stage, etc.) through the Office of Cultural Events (see **USE OF COLLEGE FACILITIES**) at least one week in advance.
4. Begin publicity.
 - a. Distribute posters according to the regulations described in section PUBLICITY of this Handbook.
 - b. Put notice in college bulletin board.
 - c. Write announcements to be made on the monitor in the Student Center and give to the Student Activities Coordinator.
5. Make arrangements for tickets and security guards (if needed) through the Director of Activities & Athletics.
6. Contact the Student Activities Coordinator about any special problems or requests.

PUBLICITY

Posters and Signs

Chartered, active student organizations are authorized to distribute posters, flyers, etc., publicizing an approved event as long as they comply with the standards listed below. All uncharted groups and off campus groups must have approval from the Office of Institutional Advancement for distribution of any type of publicity materials on campus.

1. No publicity for any special club activity may be distributed on or off campus until that activity has been approved by the Student Activities Office.
2. All posters must clearly indicate which chartered organization is responsible.

3. The sponsoring organization is responsible for removing all publicity no later than two days after the event. All posters must indicate the date of the event.
4. Products which have been determined to be harmful or possibly injurious to health (including tobacco and alcohol) will not be advertised or promoted in any way on this campus or in college publications.
5. Posters may be displayed on bulletin boards with thumbtacks or on unpainted surfaces with tape only.
6. Posters may not cover any part of another poster or sign.
7. Posters should not be taped to glass doors in such a way as to block viewing through the door. Posters on such doors should be placed considerably above or below eye level.
8. Clubs are responsible for removing posters and cleaning off the tape as soon as the posters are out of date (within 24 hours). No posters should be left up for more than a total of three weeks.
9. Publicity of activities sponsored by uncharted or off campus groups will not be approved for distribution on campus if the activity or publicity:
 - a. Is essentially commercial in nature.
 - b. Interferes with regular college programs.
 - c. Is judged to be in poor taste.
 - d. Permits or encourages games of chance or gambling.
 - e. Presents only one side of a controversial issue.

USE OF COLLEGE FACILITIES

Chartered, active organizations may request the use of college facilities for meetings and approved special activities. All requests must be made on a "Facilities Request" form and signed by the organization advisor. These forms are available in, and should be returned to, the Activities Office. Facilities can be requested only after the activity has been approved through the Student Activities Office.

In addition to regular classrooms, the following facilities are sometimes available to chartered organizations. There is generally no charge for chartered groups except when overtime or other extra costs are involved. The college reserves the right to determine appropriate and economical use of facilities.

<u>FACILITY</u>	<u>DESCRIPTION</u>
Fine Arts Theatre	500 seat auditorium

Health Center	
Main Floor	3600 capacity, air-conditioned, sound system, stage, lighting; no food or beverages allowed on gym floor
Conference Room	20 capacity, blackboard, quiet
Learning Resources	
101, 102	188 capacity, blackboard, podium, chairs with arm tables, rear projection screen, regular screen
103	159 capacity, projection booth with multi-image equipment, blackboard
104	121 capacity, carpeted stage area, foyer, stage lighting
Conference Room	20 capacity, conference table, blackboard; limited availability
Student Center	
Main Area	400 capacity, limited sound system, excellent size floor for dances
126	192 capacity, tables
127	36 capacity, tables
128	36 capacity, tables

Sound equipment, film projectors, etc. may be requested for use in any of the rooms on campus. Request for such media equipment should be made by the club sponsor in the Media Department, LR127, at least 48 hours in advance.

CHARGING ADMISSION TO SPECIAL ACTIVITIES

Any time a PSC student organization plans to charge admission to an activity, the amount of admission and purpose of the charge must be kept on the amount of money received. An organization may deposit its funds with the college or establish a separate bank account in accordance with Board of Trustees Rule 6HX21 5.04. This rule is printed in section **COLLEGE POLICIES PERTAINING TO STUDENT ORGANIZATIONS** of this Handbook

COLLEGE POLICIES PERTAINING TO STUDENT ORGANIZATIONS

Funding of Student Activities and Organizations

Board of Trustees Rule 6HX21 5.03

As a general rule, student activity fees and college funds derived from student activities are to be expended for the benefit of the students currently enrolled and expended to benefit the student body.

Funding of Student Clubs and Organizations Not Eligible for Student Activity Fees

Board of Trustees Rule 6HX21 5.04

The President, through the procedure described in this Handbook, may charter student organizations and clubs which are funded by member contributions, fund raising projects, and sources outside the college. Chartered organizations must have a faculty advisor and must agree to be governed by policies of the District Board of Trustees. These organizations may deposit their funds with the college or may establish their own separate bank account. If a club elects to deposit its funds with the college, it is subject to college regulations concerning the receipt and expenditure of its funds. If a club elects to open its own bank account, it is subject to audit at any time by the college officials or any other persons designated by the college. Under no circumstances may a club have both an accounts with the college and a separate bank account simultaneously.

Campus Advertising

Board of Trustees Rule 6HX21 2.07

The Board delegates to the President the authority to act as its agent in determining the appropriateness of any advertisement, display, sign, or distribution of promotional materials on the campus or in college publications. The Board expects that the materials and their placement will be consistent with the philosophy and purposes of the college. All advertising will be done in an artistic and dignified manner. Advertisements on the campus or in college publications do not constitute official endorsement of the product involved. Products which have been determined to be harmful or possibly injurious to health (tobacco and alcohol for example) will not be advertised or promoted on the campus or in its publications.

Campus Disrupters

Board of Trustees Rule 6HX21 2.12

The campus of Polk State College shall be open and reserved for such purposes as accord with the mission of the college, as that mission is defined or delineated in and by laws of the State of Florida, policies and procedures of the Board of Trustees, and the policies of the Administration. The Administration of Polk State College shall, in effectuation of that mission and in the preservation of campus order and decorum, have the power to bar or cause to be removed from the premises of Polk State College such person or persons whom it reasonably appears would, while on said premises, create a clear and present danger by advocating or attempting:

1. Violent overthrow of the Government of the United States, the State of Florida, or any political subdivision thereof;
2. Willful destruction or seizure of the institution's buildings or other property;
3. Disruption or impairment of the institution's regularly scheduled classes or other educational functions;
4. Physical harm, coercion, intimidation or other invasion of lawful rights of the institution's officials, faculty members, or students; or
5. Other campus disorder of violent or disruptive nature.

Duplication Services

Only that work which is used in official college programs or related to officially approved organizations may be duplicated on college equipment.

Smoking and Drinking Alcoholic Beverages

Smoking is not permitted in the college classrooms, laboratories, or in carpeted areas. Alcoholic beverages are not permitted on the campus or at any college-sponsored function.

Speaker's Bureau

The Speaker's Bureau is a volunteer service by college employees providing speakers and programs for the meetings of Polk County clubs, organizations, etc. The Bureau is coordinated by the office of College Information.

Student Code of Conduct

The purpose of the Polk State College Code of Conduct is to provide a means of assisting students in identifying conduct which would be appropriate while representing the college as a participant in a college organized activity. The Code is not all-inclusive, but is intended to identify broad areas of concern.

Student participants are those students who represent the college through participating in athletics, clubs, dramatics, music, and other activities sponsored, funded, or supported by the college. Since participant behavior will reflect on the college and the community's attitude toward it, the college has the obligation to set forth this Code of Conduct.

Code of Conduct for All Student Participants

1. Participation in college student activities is a privilege granted by the college.
2. Students involved in student activities must exhibit responsible behavior as long as they are in the program.
3. Activities or conditions which reflect poorly upon the college and its commitment to the development of good citizenship will not be tolerated. Involvement by the student in such activities will result in withdrawal of that student's privilege of participation in college student activities.
4. Activities or conditions which the college views as unacceptable for participants in student activities include, but are not necessarily limited to:
 - a. Conviction of any felony while a PSC student.
 - b. Conviction of any misdemeanor involving actions which would reflect unfavorably on the college.
 - c. Possession, use, or sale of illegal drugs or alcohol on campus or at college sponsored events.
 - d. Any conduct disruptive to the college educational process.
 - e. Possession of or use of firearms on campus or at any college event, except as authorized by the college President.

- f. Conduct indicating the influence of alcohol or other drugs on campus or at any college event.
 - g. Willful damage to school property or any property being used by the college.
 - h. Any action endangering the safety and well being of other persons while on campus or at a college event.
 - i. Gambling on campus or at a college event, or involvement in gambling concerning any college activity.
 - j. Behavior which generates notoriety to the degree that the interests of the college would not be served by continued participation in the activity.
 - k. Violation of any rules set for students as described in the PSC Student Handbook.
 - l. Violation of any rules set for a specific activity as prescribed by the appropriate coach or sponsor and approved by the Dean of Student Services.
5. All matters involving withdrawal of the privilege of participation will be administered by the Dean of Student Services according to the Due Process Procedure described in the PSC Student Handbook.
6. All student participants will be made aware of these regulations at the outset of their involvement in college student activities.

Hazing

Florida Statutes 240.326 defines hazing as: Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of a community college.

Student or other persons associated with any Polk State College organization are prohibited from engaging in any hazing activity as described above. Violation of this rule will result in disciplinary action in accordance with PSC Rule 4.01 and may result in probation or suspension of the persons involved and withdrawal of recognition and removal of the charter from the organization.

IN CONCLUSION.....

The privileges of organization and recognition involve serious responsibilities. Remember that the Office of Student Activities is there to help students meet those responsibilities and enjoy the privileges.

Attached to this Handbook you will find copies of forms used by PSC Organizations. These forms are available in the Student Activities Office.

Date _____ Proposed name of organization _____

Purpose _____

Intended benefit to PSC _____

Proposed meeting time and location for term _____, 20____

Day _____ Time _____ Location _____

STUDENTS

We, the undersigned PSC students, request permission to organize a PSC student organization to be named _____ . We request that _____ be named as club advisor. We agree to abide by all PSC policies relating to student organizations. We each intend to be active members of this organization.

Student Signatures and Social Security Numbers (minimum of 12)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

ADVISOR

I request approval as advisor of the proposed organization, _____

I understand the responsibilities of club sponsorship as described in the current Handbook for PSC Student Organizations, and I agree to accept those responsibilities.

Signed _____ Department _____

REQUEST TO ORGANIZE

APPROVED

DENIED

Student Activities Board _____

Director of Activities & Athletics _____

Associate Dean of Student Services _____

COMMENTS:

COPIES: Student Activities Office, Director of Activities & Athletics, Associate Dean of Student Services, and Organization Advisor

**POLK STATE COLLEGE
RENEWAL OF CHARTER FOR STUDENT ORGANIZATIONS
CURRENT INFORMATION SHEET**

For Academic Year _____ Date _____

Name of Organization _____

National/State Affiliation (if any) _____

PSC Faculty Sponsor _____

Student Officers _____

Meeting times _____

Purpose of Organization _____

Membership Qualifications _____

Proposed Activities for this Year _____

Attach an up to date roster of all active members. Also, attach a copy of your club's constitution if one is not already on file in the Student Activities Office.

Faculty Sponsor _____

Student Leader _____

**THIS FORM MUST BE COMPLETED IN ORDER FOR AN ORGANIZATION TO
MAINTAIN OFFICIAL ACTIVE STATUS ON THE PSC CAMPUS**

ACTIVITY REQUEST

Title of the Activity _____

Sponsoring Organization _____

Place _____ Date _____ Time _____

Admission Charge (if any) _____

Faculty Sponsor _____

Chaperones (if necessary) _____

If this is a money making project, for what purpose are funds being raised

Brief description of Activity _____

Faculty Sponsor _____ Date _____

Student Chairperson _____ Date _____

APPROVAL

Student Activities Board _____ Date _____

Student Activities Coordinator _____ Date _____

Director of Activities & Athletics _____ Date _____

Upon approval of this activity, proceed with publicity, facility requests, etc.

PUBLICITY: Announcements in the Orange and Green must be turned in to the Office of College of Information, AD 206D 10 days in advance for publication in the following issue.

FACILITIES: Requests for facilities are made in the Cultural Events Office, AD 215.

SECURITY GUARDS: Arrangements for Security Guards are made through the Business Office, AD Building.