



**POLK STATE COLLEGE
HANDBOOK FOR STUDENT ORGANIZATIONS AND CLUBS
2019-2020**



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INTRODUCTION TO THE STUDENT ACTIVITIES AND LEADERSHIP OFFICE

The Student Activities and Leadership Office (SALO) encourages and fosters student organizations centered on social issues, academic pursuits, community service, political and religious affiliations, as well as other interests. These organizations reflect and benefit the varied interests of the students who attend Polk State College. A group of students with a common goal can establish an organization at Polk State College that offers opportunities for students to grow individually, explore educational avenues, and develop leadership and professional skills. The purpose of this Handbook is to describe the procedures for organizing and chartering such organizations.

This Handbook is only 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 the policies and procedures of this Handbook.

Polk State College's Equity Statement

Polk State College does not discriminate on the basis of race, color, national origin, ethnicity, sex, age, religion, sexual orientation, marital status, veteran status, genetic information, disability, or pregnancy in its programs, activities, or employment. The following person has been designated to handle inquiries regarding non-discrimination policies:

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VISION

The vision of the Polk State College Student Activities and Leadership Office is to enrich and enhance the sense of community captured in the motto: *We are Polk*.

MISSION

The Student Activities and Leadership Office provides qualitative and quantitative outcomes by:

- Providing programs, support services, and college-wide collaboration to increase student learning and retention.
- Building diverse, inclusive communities that model an appreciation of the differences in cultures and backgrounds.
- Inspiring students to think globally and collaboratively with other stakeholders to serve the community.
- Fostering a sense of integrity and cultivating lifelong relationships based on learning, community, collaboration, and civic engagement.



STRATEGIC GOALS

The Student Activities and Leadership Office:

- Supports the community by providing the highest quality programming, engagement services, and resources that meet the needs of students, staff, faculty, and visitors.
- Strengthens and builds relationships with students, staff, alumni, and members of the community through activities that promote service, social interaction, learning, leadership, and connection with others.
- Expands the holistic college experience for students.
- Advocates for and empowers students with the knowledge they need to become successful in the classroom and in the workforce.
- Creates opportunities for personal growth, leadership development, and exploration of varied interests.

A POLK STATE CHARTERED ORGANIZATION

Polk State's chartered student organizations are those which have been given official recognition by the College administration and the Student Government Association (SGA). The Student Government Association is the governing organization that represents the student body, and its actions supersede those of all other student organizations.

Chartered student organizations are those that have only Polk State students as members and are not directly funded by the College. No Polk State College organization's charter (or its local, state, national, or international affiliation) may permit exclusion from membership on the basis of race, color, national origin, ethnicity, sex, age, religion, sexual orientation, marital status, veteran status, genetic information, disability, or pregnancy in any of its programs or activities. College-funded organizations are considered extensions of the College structure and are governed by policies and rules set forth by the Polk State College District Board of Trustees (DBOT).

Active chartered organizations have certain privileges and responsibilities.

Privileges of Polk State's Chartered Clubs:

1. A chartered club may request the use of College facilities.
 - a. The College determines what constitutes appropriate use of its facilities.
 - b. Extra expense connected with use of facilities (e.g., extra security, utilities, media support, cleaning) may be charged to the club.
 - c. Use of available and suitable space during regular College hours is provided at no charge.
2. A chartered club may submit announcements of its events to the Coordinator of SALO for placement on the *Polk State College Student Activities Calendar* and the television monitors in the Student Center.
 - a. All announcements must be approved by the Club Advisor.
 - b. Announcements may only be used to publicize regular club meetings and activities that have been approved according to the procedure described in this document on Scheduling Special Activities.



- c. Any mass student email announcement that is to be sent through the Polk State College email service and all online media programs that engage in peer-to-peer contact must be approved by the Club Advisor and then submitted to the Director of SALO for final review.
3. A chartered club may post announcements in designated areas on campus.
 - a. All posters, flyers, etc. must comply with the guidelines of the Polk State College Office of Communications (OCPA) and Public Affairs and the Student Activities and Leadership Office.
 - b. Posters, flyers, and signs must only be placed on designated boards around campus.
 - c. Clubs may request help from the Student Activities and Leadership Office for printing, duplication, and use of phones. These services are only provided when not in conflict with Student Government and SALO functions.
 - d. A Club Advisor may request media services for an approved club function. Media expenses may be charged to the club.

Responsibilities of Chartered Clubs:

1. The Club Advisor(s) must be involved in all official club activities, on or off campus.
2. Before an event, the club must fill out an *Event Request Form* at least 10 business days in advance.
3. Financial records must be open to the College for inspection and audit. Complete records of income and expenditures must be kept.
4. The club must hold meetings at least on a monthly basis and keep a written record of the minutes from each meeting. These minutes must be made available upon request to SALO.
5. Each club must provide representation at Welcome Week's Club Rush event and at least one SGA leadership event per semester.
6. Each club must participate in (or plan) at least one community service event per semester.
7. Each club must send representation to the meetings of the Inter Council of Clubs.
8. A club must supply any requested information to the Student Activities and Leadership Office.
9. Club activities must comply with College policies and procedures, as well as with rules set forth for clubs by the Student Government Association.
10. When participating in club activities on or off campus, the club must represent Polk State in such a way as to enhance the College's standing in the community.
11. A club may use the Polk State name only in connection with approved official club activities.
12. A club may hold only those activities that fulfill or address the stated purpose of the club.
13. A club must obtain SGA approval for any changes in the club's purpose or constitution.
12. A club must establish practices which in no way discriminate on the basis of race, color, national origin, ethnicity, sex, age, religion, sexual orientation, marital status, veteran status, genetic information, disability, or pregnancy in its programs and activities. Failure to comply with these responsibilities results in an administrative review by the Director of SALO, the College Provost or the Vice President for Student Services, and the Student Government Association. Possible repercussions include action to suspend the organization from any activity on campus and 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 a group may not use the College's name in conjunction with any of its activities or as a part of its club name. An unchartered group is not granted any of the privileges of a chartered organization.



THE CREATION OF A NEW CHARTERED ORGANIZATION

A new organization may be chartered during the fall or spring term. The procedure for establishing or reactivating an organization is as follows:

1. To apply for permission to organize, an interested party must:
 - a. Obtain the *Handbook for Student Organizations and Clubs* from the Student Activities and Leadership Office.
 - b. Complete the *Polk State Student Organizations: Request for Permission to Organize and Become a Charter Organization Form*. This form requires information about the club name, purpose, intent, and benefit to the College. This form must also be signed by eight currently-enrolled students who intend to be members of the club. All students' signatures must be legible and must be accompanied by student ID numbers.
 - c. Identify a Polk State College faculty or staff member who is willing to serve as the Club Advisor. The form must be signed by an individual who is willing to accept the responsibility of sponsorship as outlined in this Handbook. The advisor must be available during anticipated club activities. This availability must not conflict with regular work assignments. An employee interested in advising a club must notify his or her direct supervisor of this intention in advance.
 - d. Propose times and dates for organizational meetings.
 - e. Ensure that the rules set forth by the governing body (if the organization is affiliated with a local, state, national, or international governing organization) are aligned with the rules set for by Polk State College.
 - f. Return all information to the Student Activities and Leadership Office.

The request is then submitted to Director of SALO and the Vice President for Student Services who may grant permission to the group to hold organizational meetings.

2. If the request is approved by the Director of SALO and the Vice President for Student Services, the club has 30 days to get organized. During this time, the club may hold organizational meetings on campus.
 - a. The Club Advisor must attend all meetings.
 - b. If needed, the group must request meeting space through the Facilities Office and ask for dissemination of announcements through Student Activities and Leadership Office; these requests must be made two weeks prior to a given meeting.
 - c. The group must obtain approval for posters and flyers that announce meetings through the Student Activities and Leadership Office and the Office of Communications and Public Affairs, and prospective club members must observe the instructions regarding where these items may be displayed.
3. The approval of a charter request and a group's constitution is based on consideration of the purposes of the organization. The club purpose and constitution should:
 - a. Enhance the educational mission of the College.
 - b. Be in alignment with the College's mission, goals, values, procedures, and rules.
 - c. Not encourage activities that are illegal or in conflict with College policies and goals.
 - d. Not discriminate unfairly against any student on the basis of race, religion, color, national origin, sex, age, disability, sexual orientation, veteran status, or any other factor as covered previously.



- e. Not threaten the health, safety, or property of members of the student body, staff, and community.
 - f. Not interfere with the effective functioning of the College or that of any other chartered student organization.
4. The group must prepare a constitution for the club. The Student Government Association has provided a with a sample constitution that can be used as a guide at the end of this Handbook. This documents is only a suggestion to assist a group with getting started. Each club's constitution must include the following: the club name, its purpose, membership requirements, officers' responsibilities, the selection process for officers, amendments, and procedures for amending the constitution.
- a. The club's constitution must be typed and carefully proofread. If necessary, the Student Government Association can assist with this process.
 - b. The constitution must then be ratified (i.e., read and signed) by eight prospective student club members and the Club Advisor. It must then be submitted to Student Government Association.
 - c. The group must prepare a tentative list of club activities for the term.
 - d. If the constitution is approved by the Student Government Association and the Provost or Vice President of Student Services, the organization becomes a chartered club. The constitution is filed through the Polk State College SALO, and this becomes the official reference copy. Changes to the constitution are not recognized without approval from the SGA and the Director of SALO. The club must be active on campus, have regular meetings, and recruit student members.
 - e. The club must be active for one Academic Year before it is eligible for allocation of Activity and Service fees from the SGA. The club may request money from the SGA at any time after it is chartered to help pay for an event the club is planning.
5. Activity and Service fee requests must be approved by the Student Government Association. Club representatives may be asked to present these requests to the SGA or Director of SALO in person so that any questions related to usage can be answered. If a request is not approved, a written explanation is sent to the Club Advisor. In the event that a request is denied, club members may appeal the decision to the Vice President for Student Services.

DEFINITION OF 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* and a *Budget Request Form* with the Student Activities and Leadership Office at the beginning of each fiscal year.

Having filed these forms, an organization is considered to be "active" if it is carrying on regular activities and holding regular meetings at Polk State.

If an organization has been inactive for more than one Academic Year, it is necessary to go through the chartering process again in order to reactivate the club. A "reactivated club" is reestablished as a new club.

The Student Government Association, the Director of SALO, or the Campus Dean of Student Services, may withdraw a charter's active status, put a club on probation, or freeze club funding from Activity and Service Fees based on any of the following situations:



1. If a club's activities are in conflict with the stated purposes of the organization or are in violation of the organization's approved constitution.
2. If a club's activities have been determined to be violations of Polk State College's procedures or rules; or in violation of local, state, or federal law; or have incited individuals to such violations.
3. If the club's activities conflict with the requirements of its initial recognition.
4. If the club attempts to operate without a Club Advisor.
5. If the club fails to send representation to two meetings of the Inter Council of Clubs per semester.
6. If the club fails to participate in at least one community service project per semester.
7. If the club fails to hold meetings at least once a month.
8. If the club fails to participate in at least one Student Government Leadership event per semester.
9. If the club uses Activity and Service Fee funding for unauthorized purchases. This is a violation of *Polk State District Board of Trustees Rule 5.03: Funding of Student Activities and Organizations*.

A club can appeal a decision to freeze its funding to the Vice President for Student Services within 10 business days. The decision of the Vice President is final.

INFORMATION FOR CLUB ADVISORS

The Club Advisor of the student organization must be an active participant. He or she must attend the majority of the meetings, ensure that College policies are followed, and work with members of the group to develop an efficient and effective organization. There is no financial remuneration available for the Club Advisor. The approval to become an Advisor is based on expressed interest, availability of time, level of commitment to the club, and past record of club sponsorship. Any staff member, faculty member, or administrator may apply to become a Club Advisor provided such service does not conflict with regular work assignments.

The Club Advisor must be both accessible and interested, providing whatever advice the group and its officers might seek from him or her; however, this must be managed such that the student organization is student-led and operated. The Director of SALO, with input from the Club Advisor's supervisor and the Vice President for Student Services, retains the right to remove a Club Advisor from his or her position if the Advisor is not abiding by or upholding the policies and procedures set forth by the College. SALO may also remove a Club Advisor for negligence of duties or for creating an unsafe or hostile club atmosphere with the majority of members. A Club Advisor is allowed to serve as an advisor for only one club or organization at one time. Also, for a part-time employee Club Advisor, a Co-Advisor is required.

The following are several special areas in which a Club Advisor should take an active role:



1. Advisors assist with the finances of the organization. All fundraising activities should first be approved by the Director of SALO and the Office of the Provost. Fundraising events and sponsorship requests need final approval by the District Vice President of Institutional Advancement/Executive Director of the Foundation and the College President. All monies that are raised must be deposited into a Fund 6 Account set up by the Student Activities and Leadership Office.
2. The Club Advisor must make sure the Club Treasurer keeps accurate receipts for all fundraising activities. No monies should be deposited in an off-campus account. All fundraising dollars must be deposited to the club's fundraising account through the Foundation Office or via the Cash Management Office. (The Coordinator of Student Activities can assist the Club Advisor and Treasurer to set up a fundraising account through the Business Office.) A Club Advisor is not allowed to move money allocated to the club by SGA to a fundraising account.
3. The Club Advisor may help find extra staff and or security for special events if needed, and he or she may help students plan activities far enough in advance to avoid difficulties.
4. The Club Advisor, with the help of the organization, is responsible for ensuring adherence to the College rule prohibiting possession or consumption of alcoholic beverages or illegal drugs, as well as prohibiting hazing at any function. All members, the Club Advisor, and any employees attending a club's function share this responsibility.
5. The Club Advisor should be aware that problems might be encountered from persons who are not members of the College community, but who attend functions held by the organization. Members of the student organization should be reminded that they are directly responsible for the conduct of their guests at any function.
6. The Club Advisor should monitor the content and currency of information on web pages and social media sites. Content of web pages should be appropriate and in keeping with the mission, values, and brand of Polk State College.
7. The Club Advisor must ensure that activities and events sponsored by the organization are cleared through the Student Activities and Leadership Office in accordance with established procedures. If any issues or questions arise, the Advisor should consult with the Director of SALO.

SOCIAL MEDIA

Opinions expressed by students on a club's social media site(s) do not necessarily reflect the opinions of Polk State College. Each post (and any other content) is bound by—and subject to—Polk State College's policies and procedures, including—and without limitation—the *Polk State College Student Code of Conduct*, the College's *Student Code of Conduct Violation Procedure: Student Groups and Organizations*, and the College's *Sexual Harassment Policy*. Accordingly, the College prohibits the transmission of any material that is deemed intimidating, harassing, or disruptive, or is otherwise in violation of applicable laws, regulations, rules, and policies with regard to public communications. Polk State College reserves the right to remove content from a club's social media account(s).

BRANDING, LOGOS, AND MARKETING MATERIALS

A club's logo or name must be present on all promotional items and marketing materials for events that are funded with Student Activities and Service fees (SALO dollars). This includes (but is not limited to)



freebies (e.g., stress balls, candies, lanyards, pins, highlighters, sticky notepads), shirts, websites, letterhead, presentations, flyers, brochures, and other such items. On brochures, the *Polk State College Equity Statement* must be present at the bottom of the brochure. On posters and flyers, the SALO footer is required at the bottom.

All event flyers and posters must be approved by SALO and sent for review by an authorized College Editor/Proofreader. All promotional items and marketing items produced must be approved by SALO and the Office of Communications and Public Affairs (OCPA) before any items can be ordered for publication, printing, or distribution. If the organization is located on various campuses, all affiliates are required to use the same club logo. The organization may use any design company or select from a list of vendors provided by SALO or OCPA.

THE INTER COUNCIL OF CLUBS

The Inter Council of Clubs (ICC) is a standing committee established by the Student Government Association. It is composed of a representative from each chartered organization on campus and is chaired by the Student Body Vice President. The group's main function is to coordinate the efforts of all clubs, inform other clubs of activities, and share ideas between clubs. ICC meetings are announced during the beginning of each Academic Term.

SCHEDULING ACTIVITIES AND EVENTS

The following procedure must be followed when a chartered student organization is planning any event other than a regular club meeting. The activities of all clubs must be coordinated through the Student Activities and Leadership Office so as not to conflict with other College programs' events and activities. Requests must also be screened for compliance with College policies. Any activity or event that has a campus-wide impact or College-wide impact requires submission of an *Event Request Form* to SALO at least 10 business days in advance.

Note: *If an activity concerns only club members, approval from the Club Advisor is sufficient. The Club Advisor has authority to determine whether or not an activity should be sent for further approval to SALO based on this information.*

1. Upon approval of the activity by SALO, the Club Advisor must fill out a *Facilities Request Form* and *Room Reservation Form* indicating the room requested, special needs, AV services, and any other requirements for the event. These forms should be sent to the Facilities and AV Services departments at least 10 business days in advance of the event.
2. After obtaining approval and receiving confirmation of the room and other facilities, the club may publicize the event by:
 - a. Preparing, obtaining approval for, and distributing posters and flyers according to the regulations described in the Publicity section of this Handbook.
 - b. Placing a notice of the event on the *College Bulletin Board*.
 - c. Announcing the event on the club's social media site(s) after obtaining approval for this material from the Club Advisor.
3. After the event has been publicized, the club must make arrangements for tickets, security guards, and law enforcement (as needed) through the Coordinator of SALO.
4. If the club has any questions, problems, or special requests, these should be addressed with the Director of SALO.



PUBLICITY

Posters and Signs

Chartered, active student organizations are authorized to distribute posters, flyers, and other materials to publicize an approved event as long as they comply with the standards listed below.

1. No publicity for any special club activity may be distributed off campus until that activity has been approved by the Student Activities and Leadership Office.
2. All posters must clearly indicate which chartered organization is responsible.
3. Flyers and posters shall receive approval by SALO, must be reviewed by an official College Editor/Proofreader, and shall include the standard Polk State College logo and SALO footer.
4. All posters must indicate the date of the event.
5. Products that have been determined to be harmful or possibly injurious to health (including tobacco and alcohol) cannot be advertised or promoted in any way on distribution materials.
6. Posters may be displayed on bulletin boards or an appropriate area as aforementioned.
7. Posters may not cover any part of another poster or sign.
8. Posters should not be taped to glass doors except in approved areas. These must not be placed in such a way as to block viewing through the door. Posters on such doors should be placed considerably above or below eye level. Items should not be taped to wooden, metal, or bathroom doors. Plexiglass signage holders, official corkboards, and advertisement boards may be used when not in use for other purposes.
9. The club is responsible for removing its posters and cleaning off the tape as soon as the posters are out of date (within 24 hours). No items should be posted for more than two weeks.
10. An activity sponsored by an uncharted or off-campus group is not approved for publicity distribution on campus if the activity or publication:
 - 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.

Smoking and Drinking Alcoholic Beverages

Smoking is only allowed in designated areas. Alcoholic beverages are not permitted on the campus or at any College-sponsored function.

CHARGING ADMISSION TO SPECIAL ACTIVITIES

If a student organization charges admission to an activity, the amount of admission and the purpose of the fee must be recorded, along with the amount of money received. Accurate receipts must be kept and maintained for all events where an admission price is charged. An organization must deposit its



funds with the Polk State College Foundation Office or Cash Management Office. The Club Advisor must deposit the money into the club's Foundation Account through the Polk State College Cashier. An organization is not allowed to charge students for admission to an event if the organization is using money allocated from SGA to hold the event. A final written report of revenue must be provided to the Director of SALO within three business days of the conclusion of the event.

COLLEGE POLICIES PERTAINING TO STUDENT ORGANIZATIONS

Details about the College's policies relating to student organizations can be found in the following Polk State Procedures and District Board of Trustees (DBOT) Rules (<http://www.polk.edu/district-board-of-trustees>):

Procedure 6070: Fundraising

DBOT Rule 5.03: Funding of Student Activities and Organizations

Procedure 5033: Funding of Student Activities and Organizations

DBOT Rule 2.07: Campus Advertising

DBOT Rule 2.12: Campus Disrupters

Procedure 5001: Student Code of Conduct

Procedure 5029: Student Code of Conduct Violation Procedure--Student Groups and Organizations

Procedure 5021: Student Media

Student Life: Travel Procedure

SALO involves students in a variety of state and national conferences, workshops, and conventions; this enables students to network, learn best practices, and represent the College throughout the state and country. In order to participate in travel, each student must submit the required documentation and adhere to the terms and conditions of these documents. Any student involved with SGA (or any club recognized by the SGA and Polk State College) must fill out a *Student Agreement Form* and an *Absence Request Form* before he or she is allowed to travel on behalf of the College. A student who wishes to travel with an organization must be accompanied by and travel with an approved faculty member, staff sponsor, or Club Advisor; be in good academic standing with the College; and maintain an overall GPA of 2.0 or greater.

Each Club Advisor and/or sponsor accompanying students on a trip shall complete a *Professional Leave Form* and attach the documentation for the trip. Documentation includes: the agenda for the trip, the room prices for the host hotel, and mileage documentation (if the advisor is driving his or her personal vehicle). *Polk State Procedure 6049: Travel and Subsistence for Authorized Persons* provides a detailed listing of the travel rules and regulations. The Club Advisor must keep copies of the *Student Leave Form*, *Student Agreement Form*, and *Absence Request Form* from each student who is planning to travel. The *Professional Leave Form* (with documentation) and *Student Leave Forms* must be submitted to the Club Advisor's supervisor for approval; these are then forwarded to SALO at least 15 business days prior to the scheduled dates of travel. An individual who needs assistance with filling out these forms should contact the Student Activities and Leadership Office. The Club Advisor must ensure that each student fills out all the appropriate forms any time he or she is leaving campus on a college-sponsored trip.



Note: *If the participating student is a minor under 18 years of age, the form(s) must be filled out by the student's parent or guardian. If the student is a high school dual-enrolled student, the student's parent must also fill out the Polk County School Board Permission Slip Form in addition to the Polk State College Travel Form.*

If the Club Advisor chooses to include a cultural dinner while traveling, he or she must get approval from Director of SALO before the trip. The dinner counts as a meal, and individuals cannot receive per diem funding for dinner for that day. A club that travels is allowed one cultural dinner per conference per semester. The restaurant cannot be a chain restaurant located in Polk County (e.g., Olive Garden, Red Lobster, Applebee's). The student and Club Advisor(s) can spend up to \$35.00 per person for dining at the event. Anything in excess of this value must be paid for personally by the individual. The restaurant cannot be located in Polk County if the club is traveling out-of-county, and it must serve a broad array of cultural foods. An educational discussion must occur within the club after dining to discuss the differences in culture and food that were noted during this experience in comparison to those of the United States and Polk County.

Consumption of alcoholic beverages is not permitted during any College-sponsored activity. Each student (regardless of age) shall be under the direction of the Club Advisor(s) at all times while on trips away from the campus. The Club Advisor(s) shall ensure that each student's behavior and decorum honor the responsibility held by the student as a representative of Polk State College. The Club Advisor must ensure that students are aware of the appropriate attire and requirements during the event. Each student is responsible to adhere to all other provisions of the *Student Rights and Responsibilities* and the *Polk State College Student Code of Conduct* while participating in College-sponsored activities.



**POLK STATE STUDENT ORGANIZATIONS –
REQUEST FOR PERMISSION TO ORGANIZE AND BECOME A CHARTER ORGANIZATION
PLEASE ATTACH SIGNATURE PAGE WITH STUDENT SIGNATURES AND IDs**

Date: _____

Name of Organization: _____

Purpose:

How does your organization align with the strategic goals of the College?

ADVISOR

I request approval to become the Club Advisor of the proposed organization. I understand the responsibilities of club sponsorship as described in the current *Polk State College Handbook for Student Organizations and Clubs*, and I agree to accept those responsibilities.

Print name: _____

Signature: _____

Signature of the Club Advisor's Supervisor: _____

REQUEST TO ORGANIZE

APPROVED

DENIED

Director of SALO _____

*Vice President for Student Services _____

Final approval to become a recognized chartered organization within SALO:

Student Government Association _____

College Provost _____

**Note: If the organization is a college-wide function, it requires final approval from Director of SALO and the Vice President for Student Services.*

COPIES: Student Activities and Leadership Office, Vice President for Student Services, Provost, and Organization's Club Advisor



Sample Constitution for Polk State's Involvement Club

*****Note: Items marked in bold font are required in each organization's constitution.**

Article I—Organization Name

The name of this organization shall be the Polk State College Involvement Club.

Article II—Purpose

(Insert the club's Mission Statement or Statement of Purpose here.)

Article III—Membership

(List any membership requirements such as meeting attendance, special interests, volunteer service, GPA, etc.)

Article IV—Officers

Section 1: Eligibility

All officers and members of the Polk State Involvement Club shall be students in good standing at Polk State College. (List any special membership requirements for officers such as meeting attendance, prior leadership experience, volunteer service, GPA, etc.)

Section 2: Titles and Duties

The officers of this organization shall include a President, Vice President, Secretary, and Treasurer. No officer is permitted to hold more than one officer position at a time. All officers shall retain voting rights; however, the President shall only vote in the case of a tie.

Any officer may be re-elected, however, he or she may not serve the same position for more than two consecutive terms. An officer cannot reappoint himself or herself for a second term; each officer must be re-elected as described in Article V of this Constitution.

The President shall:

- Supervise the activities of the organization.
- Preside over all meetings and call all meetings to order.
- Ensure all officers are performing their duties as defined in this Constitution.
- Assign special projects to officers.
- Be familiar with *Robert's Rules of Order* to conduct meetings.

The Vice President shall:

- Assist the President in his or her duties.
- Assume the President's responsibilities in the case of his or her absence.
- Keep accurate records of all meetings in the Secretary's absence.
- Assist in special projects as assigned by the President.

The Secretary shall:

- Keep accurate records of all meetings.
- Maintain an accurate list of members and their contact information.
- Perform a roll call of all members and maintain an attendance record.
- Assist in special projects as assigned by the President.

The Treasurer shall:

- Keep an accurate account of all funds received and expended.
- Be responsible for creating budget reports at the beginning of each fall and spring semester.



Article V—Selection of Officers

Term of Office

SECTION 1. Any student who meets the membership requirements may participate and serve as an active member of the club. Any active member has the right to vote on issues discussed during the weekly meetings and thereby influence student legislation involving the club.

SECTION 2. To serve as an executive officer, a club member must meet the requirements described in Article IV Section I and be elected by a plurality of the students in the club. An eligible and interested student may campaign for only one office per term. Equal monetary resources are made available to each campaigning student before the official start of the campaign as agreed upon by the SGA and the club.

SECTION 3. A student may run for only one office.

SECTION 4. Elections shall be held during April so that a newly elected Executive Board takes office no later than July 1. Campus elections may be extended or moved up with a two-thirds vote by the Executive Board.

The length of the term of an officer shall be no longer than one calendar year. Each newly elected officer shall take office immediately after July 1 for the fall semester, or December 1 for the spring semester.

Article VI—Officer Vacancies

Section 1: Removal of Officers

Any officer may be removed from office upon a two-thirds majority vote of eligible members.

Section 2: Resignation

An officer who no longer wishes to serve on the Executive Board must submit his or her resignation to the President at least two weeks in advance.

Section 3: Filling Vacant Officer Positions

In the event that an officer is removed or resigns, the nomination process (as stated in Article V: Section 2) shall take place at the next scheduled meeting. During the following meeting, an election is held and the newly elected officer is sworn in.

Article VII—Meetings

The quorum is required to conduct business. A quorum for the Executive Board is fifty percent of the officers. Fifty percent of the organization's active members constitutes a quorum. The President is in charge of calling meetings, and the Secretary is responsible for notifying all members of the upcoming meetings. The President shall preside over all meetings and shall follow *Roberts Rules of Order* to conduct the club's business.

Article VIII—Amendments

Article VIII—Hazing

See DBOT Hazing Procedure on what to include in bylaws.