



HANDBOOK FOR STUDENT ORGANIZATIONS

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INTRODUCTION

The Student Activities and Leadership Office (SALO) encourages and fosters student organizations centered on social issues, community service, political and religious affiliations, as well as other interests; these organizations will reflect and benefit the diverse student population of the 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.

Equal Access/Equal Opportunity

Polk State College is an equal access/equal opportunity institution committed to excellence through diversity in education and employment. The College complies with all state and federal laws granting rights to students, employees, and applicants for employment or admission to the College. The College prohibits unlawful discrimination on the basis of race, color, national origin, creed, ethnicity, sex, age, religion, sexual orientation, marital status, veteran status, genetic information or disability in any of its employment policies or practices, educational programs, or activities.

For questions or concerns, please contact:

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VISION

To enrich and enhance the sense of community captured in the motto, "We are Polk."

MISSION

The Student Activities and Leadership Office will provide qualitative and quantitative outcomes by:

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

STRATEGIC GOALS

- Support the community by providing the highest quality programming, engagement services, and resources that meet the needs of students, staff, faculty, and visitors.
- Strengthen and create relationship with students, staff, alumni, and members of the community through service, social, learning, and leadership connections and networks.
- Expand the holistic college experience.
- Advocate for and empower students with the knowledge they need to become successful in the classroom and in the workforce.
- Create opportunities for personal development and growth, leadership development, and exploration of varied interests.

WHAT IS A CHARTERED ORGANIZATION?

Polk State 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 and representative of the student body, and its actions supersede those of all other student organizations.

Chartered student organizations have only Polk State students as members and are not directly funded by the College. No Polk State organization's charter or local, state, national, or international affiliation may permit exclusion from membership on the basis of race, color, creed, ethnicity, national origin, gender, age, religion, marital status, veteran status, sexual orientation, or disability. College-funded organizations are considered extensions of the college structure and are governed by policies and rules set by Polk State College DBOT procedures and rules.

Active chartered organizations have certain privileges and responsibilities.

Privileges of Chartered Clubs:

1. May request use of college facilities.
 - a. The 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 of events to the Coordinator of SALO for placement on the Student Activities Calendar and the monitors in the Student Center.
 - a. All announcements must be approved by the club advisor.
 - b. Announcements may only be used to announce regular club meetings and activities, which have been approved according to the procedure in **SCHEDULING SPECIAL ACTIVITIES**.
 - c. Announcements to be sent as mass student e-mail through the Polk State College e-mail account and all online media programs that engage in peer-to-peer contact must be advisor approved, then submitted to the Director of SALO for final review if required.
3. May post announcements in designated areas on campus.

All posters, flyers, etc. must comply with the guidelines of the Office of Communication and Public Affairs and the Student Activities and Leadership Office.

- a. Posters, flyers, signs must be placed on designated boards around campus.
- b. Clubs may request help from the Student Activities and Leadership Office for printing, duplication, and use of phones. These services will only be provided when not in conflict with Student Government and SALO functions.
- c. Club sponsors may request media services for approved club functions. Media expenses may be charged to the club.

Responsibilities of Chartered Clubs:

1. Advisor(s) must be involved in all official club activities, on or off campus.
2. Fill out an Event Request Form at least 10 business days in advance.
3. Financial records must be open to college inspection and audit. Complete records of income and expenditures must be kept.
4. Hold meetings at least on a monthly basis, and keep a written record of the minutes from each meeting. These minutes need to be available upon request of SALO.
5. Have representation at Welcome Week's Club Rush event and at least one SGA leadership event per semester.
6. Participate in or plan at least one community service event per semester.
7. Have representation at Inter Council of Clubs meetings.
8. Clubs must supply requested information to the Student Activities and Leadership Office.
9. Club activities must comply with college policies and procedures and with rules set forth for clubs by the Student Government Association.
10. When participating in club activities on or off campus, clubs must represent Polk State in such a way as to enhance the College's standing in the community.
11. Clubs may use the Polk State name only in connection with approved official club activities.
12. Clubs may hold only those activities that fulfill or address the stated club purpose.
13. Clubs must obtain SGA approval for any changes in the club's purpose or constitution.
12. Clubs must establish practices which in no way exclude students on the basis of race, color, national origin, creed, ethnicity, sex, age, religion, sexual orientation, marital status, veteran status, genetic information or disability. Failure to comply with these responsibilities will result in an administrative review by the Director of SALO, Campus Provost, or Vice President of Student Services and SGA 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's 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 the Fall and Spring terms.

Procedure for establishing or reactivating an organization is as follows:

1. Apply for permission to organize.

- a. Obtain the *Handbook for Student Organizations* from the Student Activities and Leadership Office.
 - b. Provide information about the club name, purpose, intent, and benefit to the College.
 - c. Form must be signed by eight (8) 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.
 - d. Form must be signed by a Polk State staff member who is willing to serve as club advisor and 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. Employees interested in advising a club must notify their direct supervisor of their intention in advance.
 - e. Propose times and dates for organizational meetings.
 - f. If your organization is affiliated with a local, state, national, or international governing organization, your organization must follow the rules set for by the governing body and Polk State College.
 - g. Return all information, with signatures, to the Student Activities and Leadership Office.
 - h. The request will then be submitted to Director of SALO and Vice President of Student Services who may grant permission to hold organizational meetings.
2. If the request is approved by the Director of SALO and the Vice President of Student Services, the club will have 30 days to get organized. During this time:
- a. The club may hold organizational meetings on campus.
 1. The club advisor must attend all meetings.
 2. If needed, request meeting space through the Facilities Office and announcements through Student Activities and Leadership Office two weeks prior to the meeting.
 3. Get approval for posters and flyers announcing meetings through Student Activities and Leadership Office.
3. The approval of charter requests and constitutions 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 which 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 such factor.
 - e. Not threaten the health, safety, or property of members of the student body, staff, and the community.
 - f. Not interfere with the effective functioning of the College or that of any other chartered student organization.
4. Prepare a constitution for the club.
- a. The Student Government Association has provided you with a sample constitution you can use as a guide. ***This is only a suggestion.*** But in your club's constitution, the following must be included: club name, purpose, membership requirements, officers' responsibilities, selection process of officers,

amendments, and procedures for amending the constitution.

1. Have the constitution typed and proofread. If necessary, the Student Government Association will help in the process.
 2. The constitution must then be ratified (i.e., read and signed) by 8 prospective student club members and the advisor, and then submitted to Student Government.
 3. Prepare a tentative list of club activities for the term.
 4. If the constitution is approved by the SGA and the Provost, the organization will be a chartered club. The constitution is filed and becomes the official reference copy of the Student Activities and Leadership Office. Changes will not be 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.
 5. 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 fees' requests must be approved by the SGA. Club representatives may be asked to present the requests to the SGA or Director of SALO in person to answer any questions. If the requests are not approved, written explanations will be sent to the club advisor. If the request is denied, students may appeal that decision to the Vice President of Student Services.

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 and a Budget Request form in 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 on Polk State campuses.

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. At this point you will be reestablished as a new club.

Student Government Association with permission from the Director of SALO, Provost or Vice President of Student Services may withdraw a charter/active status, put on probation, or freeze funding from the Activity and Service Fees for any club or organization:

1. Whose activities are in conflict with the stated purposes of the organization or are in violation of the organization's approved constitution.
2. Whose activities have been determined to be violations of college procedures and rules or of state or federal law, or have incited individuals to such violations.
3. Whose activities conflict with the requirements of initial recognition
4. Who operate without a club advisor.

5. Who miss two Inter Council of Clubs meetings per semester.
6. Who does not participate in one community service project per semester.
7. Who does not have meetings at least once a month.
8. Who does not participate in one of the Student Government Leadership events per semester.
9. Who uses Activity and Service Fee funds for unauthorized purchases, which is a violation of DBOT Rule 5.03.

The club can appeal the decision made by SGA or Director of SALO to the Vice President of Student Services within in 10 business days.

INFORMATION FOR ADVISORS

The advisor of the student organization must be an active participant in the organization. The advisor 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 for advisors. The approval of advisors is based on expressed interest, availability of time, level of commitment to the club, and past record of club sponsorship. Any staff member, faculty, or administrator may apply for sponsorship, provided such service would not conflict with regular work assignments.

The advisor must be both accessible and interested, providing whatever advice the group and its officers might seek from him or her. However, the advisor understands that the student organization is student-led and operated. SALO with input from the advisor's supervisor, and the campus provost retains the right to remove an advisor from their club advisory 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 in their duties, creating unsafe or hostile club atmosphere with the majority of it's members. Advisors are allowed to serve as an advisor for only one club/organization at one time. Also, for a part-time employee advisor, a co-advisor is required.

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

1. Advisors assist with the finances of the organization. All fundraising activities should be approved with the College's Foundation Office and the President's Office first. All monies that are raised must be deposited into a Fund 6 account set up by the Student Activities Office. Advisors must make sure the club treasurer keeps accurate receipts of fundraising activities. No monies should be deposited in an off-campus account. All fundraising dollars will be deposited to the club's fundraising account through the cashier. Please see the Coordinator of Student Activities to set up a fundraising account through the Business Office. Advisors are not allowed to move money that was allocated to the club by SGA to a fundraising account.
2. Advisors help find extra chaperones for special events if needed, and they help students plan activities far enough in advance to avoid difficulties.
3. Advisors, 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

function is strictly prohibited. All members, the advisor, and chaperones attending the function share this responsibility.

4. 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 function.
5. Advisors should monitor the content and currency of information on web pages and social media sites of the organization. Content of web pages should be appropriate and in keeping with the mission and values of Polk State College.
6. Advisors should see that the activities and events sponsored by the organization are cleared in the Student Activities and Leadership Office, in accordance with established procedures. Consult with the Director of SALO when questions or problems regarding the organization arise.

SOCIAL MEDIA

Opinions expressed by students on club social media sites do not necessarily reflect the opinion of Polk State College. Each post and other content is bound by and subject to Polk State College policies and procedures, including without limitation the College's Student Code of Conduct, 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, disruptive, or is otherwise in violation of applicable laws, regulations, rules, and policies concerning such conduct with regard to public communications. Polk State College reserves the right to remove content.

BRANDING, LOGOS AND MARKETING MATERIALS

On all promotional items and marketing for events that are funded with Student Activities and Service fees (SALO dollars), the club's logo or name must be present on all marketing materials. This includes but is not limited to freebies (stress balls, candies, lanyards, pins, highlighters-shirts, sticky notepads etc.), use on shirts, websites, letterhead, presentations, flyers, etc. All items must be approved by SALO and OCPA before any items are ordered. If the organization is located on various campuses, the organization is required to use the same club logo.

THE INTER COUNCIL OF CLUBS

The Inter Council of Clubs is a standing committee established by the Student Government Association. It is composed of representatives 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 will be announced during the beginning of each academic term.

SCHEDULING ACTIVITIES AND EVENTS

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 and Leadership Office so as not to conflict with other college programs. Requests must also be screened for compliance with college policy.

- a. If the activity concerns only club members, approval from the advisor is sufficient. The club advisor will indicate whether or not the activity should be sent on for further approval.
 - b. Any activity, event that has a campus-wide impact or college wide impact, an Event Request Form must be submitted to SALO at least 10 business days in advance.
1. Upon approval of the activity, the advisor must fill out a Facilities Request Form/Room Reservation Form (room, stage, AV services etc.) through facilities and AV Services at least 10 business days in advance.
 2. Begin publicity.
 - a. Distribute posters according to the regulations described in the PUBLICITY section of this handbook.
 - b. Put notice in college bulletin board.
 - c. Announce on social media sites with approval from club advisor.
 3. Make arrangements for tickets, security guards, and law enforcement (if needed) through the Coordinator of SALO.
 4. Contact the Director of SALO about any special problems or requests.

PUBLICITY

Posters and Signs

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

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. All flyers (whether they require OCPA approval or not) shall include the standard Polk State College/SALO brand footer
4. All posters must indicate the date of the event.
5. 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.
6. Posters may be displayed on bulletin boards or an appropriate area
7. Posters may not cover any part of another poster or sign.
8. 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.
9. 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 two weeks.

10. 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.

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

Anytime a student organization charges admission to an activity, the amount of admission and purpose of the charge must be recorded along with the amount of money received. Accurate receipts must be kept and maintained of all events where an admission price is charged. An organization must deposit its funds with the Foundation Office. The club advisor will deposit the money into the club's Foundation account through the cashier. Organizations are not allowed to charge students for admissions if the organization is using money allocated to them from SGA. A final written report of revenue must be provided to the Director of SALO within three (3) business days of the conclusion of the event.

COLLEGE POLICIES PERTAINING TO STUDENT ORGANIZATIONS

You can find details about the Procedures and Rules listed below at

<http://www.polk.edu/district-board-of-trustees>

Fundraising: Procedure 6070

Funding of Student Activities and Organizations: DBOT Rule 5.03

Campus Advertising: DBOT Rule 2.07

Campus Disrupters: DBOT Rule 2.12

Student Code of Conduct: Procedure 5001

Hazing: DBOT Rule 4.16

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

Student Life Travel Procedure

Polk State College Student Activities and Leadership Office 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, every student must submit the required documentation and adhere to the terms and conditions of said documents. Any student involved with SGA or any club recognized by SGA and the College must fill out a Student Agreement form and an Absence Request form before he/she is allowed to travel on behalf of the College. Students must be accompanied by and travel with an approved faculty or staff sponsor/advisor and be in good academic standing with the College and have a overall GPA of 2.0 unless given special permission from the club advisor or the Director of SALO.

All advisors/sponsors accompanying students on trips shall complete a Professional Leave Form and attach the documentation of the trip. Documentation includes: agenda for the trip, room prices for the host hotel, and MapQuest directions if the advisor is driving his/her personal vehicle. Please read Procedure 6049 for complete travel rules and regulations. The club Advisor will keep copies of the Student Leave, Student Agreement, and Absence Request forms for all students planning to travel. The Professional Leave form with documentation and Student Leave form must be submitted to the advisor's supervisor for approval and then forwarded to SALO at least 15 business days prior to the scheduled dates of travel. Those who need any assistance with filling out the form should contact the Activities Student Activities and Leadership Office. Advisors shall ensure that each student fills out all appropriate forms any time they are leaving campus on a college-sponsored trip. (If the student is a minor under 18 years of age, the form is to be filled out by the student's parent or guardian.) If the student is a high school student, the student must have his/her parent fill out the Polk County School Board Permission Slip form in addition to the Polk State College Travel form.

If you choose to include a cultural dinner while traveling you must get approval from Director of SALO before the trip. The dinner will count as meal and you will not receive a per diem for dinner for that day. The club traveling allowed one cultural dinner per conference per semester. The restaurant cannot be a chain restaurant (examples: Olive Garden, Red Lobster, Applebee's) Student and advisor can spend up to \$26.00. Anything more the student/advisor must pay the difference. Restaurant cannot be a restaurant that is located in Polk County. Restaurant must serve ethnic diverse foods. An educational discussion must happened afterwards to discuss the difference in cultural and food compared to the US and Polk County.

Consumption of alcoholic beverages is not permitted during any college-sponsored activity. Students (regardless of age) shall be under the direction of the advisor(s) at all times while on trips away from the campus. Advisor(s) shall ensure that all students conduct themselves as worthy representatives of the College and make students aware of appropriate dress requirements during the event. Students are required to adhere to all other provisions of the Student Rights and Responsibilities Code of Conduct at all times 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 as advisor of the proposed organization. I understand the responsibilities of club sponsorship as described in the current *Handbook for Polk State Student Organizations*, and I agree to accept those responsibilities.

Print name _____

Signature _____

Supervisor Signature _____

REQUEST TO ORGANIZE

APPROVED

DENIED

Director of SALO

*Vice President of S.S.

*Final approval to become a recognized chartered organization within Polk State College's Student Activities and Leadership Office:

Student Government

Campus Provost

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

COPIES: Student Activities and Leadership Office, Vice President of Student Services, Campus Provost, and Organization Advisor

Sample Constitution

Polk State's Involvement Club

Items marked in bold font are required in all organization constitutions.

Article I—Organization Name

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

Article II—Purpose

(Insert your Mission Statement or Statement of Purpose here.)

Article III—Membership

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.

Section 2: Titles and Duties

The offices of this organization shall include a President, Vice President, Secretary, and Treasurer. No officer will be permitted to hold more than one officer position. 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, not for more than two consecutive terms. Officers cannot reappoint themselves for a second term; they must be re-elected as described in Article V.

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/her duties.
- Assume the President's responsibilities in his/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 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. All students may participate and serve as active members for 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. A club member must be elected by a plurality of the students in the club in order to serve as an executive officer. Eligible and interested students may campaign for up to one office only per term. An equal amount of monetary resources will be made available to the students before the official start of the campaign as agreed upon by the SGA and the club.

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

SECTION 4. Elections shall be held during April so that the Executive Board will be in 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 office shall be no longer than one calendar year. Newly elected officers 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 2/3 majority vote of eligible members.

Section 2: Resignation

Officers no longer wishing to serve on the board must submit their resignation to the President at least two (2) weeks in advance.

Section 3: Filling Vacant Officer Positions

In the event an officer is removed or resigns, the nomination process as stated in Article V:

Section 2 will take place at the next scheduled meeting. The following meeting, elections will be held and the new elected officers will be sworn in after elections at the meeting.

Article VII—Meetings

The quorum required to conduct business is fifty (50) percent of the officers and fifty percent (50) of the organization's active members. The President will be in charge of calling meetings, and the secretary will be responsible to notify all members. The President shall preside over all meetings and shall follow Roberts Rules of Order in conducting organizational meetings.

Article VIII—Amendments