

## College Operating Procedures (COP)



**Procedure Title:** Administration of Student Government Association and Student Clubs/Organizations

**Procedure Number:** 06-0701

**Originating Department:** Student Affairs

**Specific Authority:**

Board Policy n/a

Florida Statute n/a

Florida Administrative Code n/a

**Procedure Actions:** Adopted: 12/2/2014; 02/17/2020

**Purpose Statement:** The purpose of the general regulations for the Student Government Association and student Clubs and Organizations is to provide students and administrators with a helpful guide to facilitate the development and maintenance of student-governed and led programs, activities and events.

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### I. Guidelines

This procedure covers five areas within the Office of Student Engagement (SE)

**Section 1** Student Government Association and Student Representation

**Section 2** Student Clubs and Organizations

**Section 3** Procedures for Activities and Events

**Section 4** Marketing and Communication

**Section 5** Student Travel

### II. Definitions and Abbreviations

1. Advisor: Faculty or staff who advises and oversees a student club or organization
2. Student Club: Provides students with similar interests, goals, and objectives an opportunity to meet, explore these common interests, and plan events and activities in order to advance their shared goals and visions. Clubs are generally campus-based or college-wide, and do not share affiliations with state, regional or international agencies.
3. Student Organizations: Operate within the same context as clubs, but these groups are generally affiliated with recognized state, regional, national or international agencies.
4. PanSGA – College-wide organization comprised of the President and Vice President from each campus' Campus Congress
5. Student Club or Organization: (SCO)
6. Student Government Association: (SGA)

### Section 1: Student Government Association and Student Representation

The Student Government Association (SGA) serves as the students' voice at Florida SouthWestern State College (FSW). The purpose of this association shall be to further enhance student leadership, encourage unity and diversity through education and democracy; unify the student body in order to

continually enhance campus and college SGA foundations while addressing concerns that affect FSW students, enriching the college experience through advocacy and service, in harmony with the interest of students; and to serve as an active voice between the student body, the administration, and the state. There is a PanSGA, with a Campus Congress at each FSW location. SGA performs four functions:

- Advocacy: Provide a voice and represent the student body at the state and local level.
- Liaison: Act as a liaison between FSW students, administration, and state officials.
- Representation: Serve as a symbol of unity of the entire student body.
- Service: Provide assistance to the students and engage in community service.
- The SGA also assists in the following: Leadership and Professional Development Workshops
- Civic Responsibility
- Community Service Projects
- Conferences

1. PanSGA functions, obligations, and responsibilities:

- A. PanSGA is comprised of the President and Vice President from each location's Campus Congress.
- B. Each location is individually represented by their Campus Congress
- C. Representatives confer with their advisor and administration on matters of student interest and concern and promote general student welfare.
- D. Students are free, individually and collectively, to express their views on issues of college policy and on matters of general interest to the student body.
- E. The SGA provides a means for participation in the formulation and application of college policy affecting academic and student affairs with the assistance of the SGA Advisor and the appropriate administrators.
- F. Proposals for changes in policy, regulations and procedures which affect the student body as a whole are to be directed through the SGA and its Advisor, or the appropriate administrator.
- G. The right of assembly for students is recognized, providing that student gatherings do not disrupt or interfere with the orderly educational operation of the institution. Such assembly must be in compliance with Florida statutes and college policies and procedures.
- H. Student participation in college programs for accelerated high school students
  - a. Students must meet the appropriate admissions guidelines for Dual Enrollment.
  - b. Dual Enrollment students are welcome to join college clubs and organizations. These students may hold a club or organization office with the exception of traveling.

**Section 2: Student Clubs and Organizations  
(Including Student Government Association)**

Recognized student organizations at FSW are responsible for maintaining the following standards:

1. Each organization must have at least one advisor who is approved by his/her supervisor and is a full-time member of the college staff or faculty. No regularly scheduled meetings of the club/organization (SCO) or of its officers should be held without the advisor present, unless he/she has given the organization specific permission to do so. If a special meeting is called, the advisor must be notified in

- writing 48 hours in advance so that they can be present, or arrange for appropriate representation.
2. Membership in student organizations is limited to students of Florida SouthWestern State College. Dual Enrollment/Early College/Early Admission students are welcome to join a college club/organization. They are also eligible to hold an Executive Board position; however, further rules and regulations may apply.
  3. Activities of student groups must be conducted in accordance with city, county, state, federal, and college regulations.
  4. All financial transactions must adhere to college operating procedures ([04-0710](#) College Club and Organization Accounts) regarding appropriate expenditures and fundraising.
  5. Officers and advisors must attend a club orientation with the Office of Student Engagement each academic year, in order for a club to receive funding and before making expenditures.
  6. The elected student leaders and advisor of the group are responsible for the group and must adhere to college regulations.
  7. Clubs must obtain authorization for off-campus trips and/ or activities. An Activity Request Form and all travel forms must be completed and submitted to the Office of Student Engagement at least six (6) weeks prior to the trip or event. Please see Travel Procedures and Guidelines ([04-0102](#)) for additional information (Recommendation 15 students to 1 advisor, do not exceed 20:1).
  8. An advisor (designee) must accompany any off-campus trip sponsored by the group. The advisor has the full authority of the college in matters relating to student conduct and student welfare. Please see Travel Procedures and Guidelines (04-0102) for additional information.
  9. Meetings: All SCOs must comply with the following:
    - A. Secure meeting times and room assignments through the Office of Student Engagement prior to meeting each semester.
    - B. Conduct at least one monthly meeting. An Executive Board Member or representative of the SCO must attend one (1) Campus Congress meeting a month.
    - C. Submit a comprehensive report to the Office of Student Engagement at the end of the semester, which should include monthly meeting minutes and plans for the following semester.
  10. Failure to meet these prescribed standards/regulations may result in the following:
    - A. Denial of the use of college facilities.
    - B. Denial of recognition of the group as an SCO.
    - C. Forfeiture of the right to representation in SGA.
    - D. Denial of privileges/activities (some or all) for a sustained period of time.
    - E. Forfeiture of the right to function as a group or charter.
    - F. Denial of use of club funds.

After satisfying any missed requirements, and meeting with the Director of Student Engagement, an SCO may be considered for reinstatement.

### **I: Academic Standards for Leadership Positions**

Holders of Executive board positions must maintain a 2.5 cumulative GPA, and maintain and complete at least nine (9) credit hours in the fall and spring semesters during their term. To participate in a conference and represent the college, all non-major office holders must maintain at 2.5 cumulative GPA, and maintain and complete at least six (6) credit hours in the fall and spring semesters.

## II. How to Organize a Student Club/Organization at Florida SouthWestern State College (Also refer to the Club and Organization Handbook)

1. Students are encouraged to join or organize associations for educational, political, social, religious, or cultural purposes as long as they are in keeping with the vision and mission of the college.
2. To become an official college organization, follow these steps:
  - A. Obtain a Petition for Club and Organization form from the Office of Student Engagement on your campus.
  - B. All SCOs must have a minimum of four (4) officers. The required positions are President, Vice President, Treasurer and Secretary. Sport clubs must have the aforementioned positions, as well as a Risk Management Officer.
  - C. Submit the completed petition, which should include the name of the advisor(s), the SCO constitution (template provided), and any other relevant information, to the Office of Student Engagement on your campus.
  - D. The Office of Student Engagement will review the constitution.
  - E. If the constitution is in the required format, and not in conflict with the College's Student Code of Conduct, the Office of Student Engagement will notify the SCO president/or founder and advisor.
  - F. If approved, the SCO will be provided with a club manual and club account.
  - G. If denied, the staff member will schedule a meeting with the SCO president/or founder and advisor and will apprise the pending SCO of the next steps to be taken in order for the club to reapply.

## III: Inactive Accounts

Any SCO Account that has had no financial activity for at least one year is determined to be inactive. If an SCO Account becomes inactive and remains inactive over a period of two academic years, the account will be closed. For an SCO to be reactivated, the club will need to reapply through the New Club and Organization Petition Application and be approved through the appropriate avenues in order to be officially recognized at Florida SouthWestern State College. An SCO may also be considered inactive if any of the following occur ([04-0701](#) College Club and Organization Accounts):

1. If the SCO does not follow the Student Code of Conduct.
2. If the SCO does not adhere to the standards and regulations established by the Office of Student Engagement, which are located in the SCO Handbook.
3. If the SCO does not attend the mandatory SCO orientation held at the beginning of each semester.

## Section 3: Procedures for Activities and Events

This document is intended to provide activity and event procedures for SCOs, providing definitions of terms, lists of required forms, and guidelines for budget procedures.

1. **Definition:** A function is defined as an activity, entertainment, lecture, fundraiser, etc. sponsored by a college-approved SCO, designed to promote students' personal, social, and intellectual growth and development.
2. **Approval of Function:** All functions must be approved at least four (4) weeks in advance of the event. The correct procedures are as follows:
  - A. Clear the date on the campus calendar with the Office of Student Engagement and with the advisor.
  - B. Complete Activity Request Form.
  - C. Completed forms must be submitted four weeks prior to the event. No plans should be made until all forms have been approved by the Office of

Student Engagement.

3. **Conduct:** Organizations assume responsibility for all participant conduct:
  - A. Only registered students may attend college events sponsored by student organizations, unless by special invitation of the group, which must be first approved by the Office of Student Engagement.
  - B. Attire should be event appropriate.
  - C. Any functions sponsored by an SCO must abide by all regulations stated herein, whether the function is held on or off the college campus.
  - D. Use or possession of alcohol and /or drugs by a student or advisor during any college- sponsored activity is prohibited. Violation of this policy can result in disciplinary action.
  - E. All students must follow the Student Code of Conduct.
  
4. **Financial Transactions:** Prior to purchase all expenditures must be approved by the Office of Student Engagement.
  - A. The officers and advisor of an SCO are responsible for ensuring that the group observes the financial policies and procedures of FSW ([04-0701](#) College Club and Organization Accounts). The advisor has the duty of informing officers of the purchasing regulations. The advisor is held responsible for collecting and depositing all funds in the FSW's Cashier Office by the next business day.
  - B. SCOs are prohibited from establishing external bank accounts. Any SCO found in violation of this policy will face sanctions, up to loss of official status.
  - C. All fundraising must be approved by the Office of Student Engagement prior to collecting funds. Funds collected must be deposited into club accounts by the next business day. Some types of fundraising (raffles, games of chance/gambling) are not allowed under Florida Statute. ([04-0701](#) College Club and Organization Accounts).
  - D. Each semester the SCO's President or a designated Executive Board Officer and advisors must attend the mandatory SCO orientation workshop which includes the review of related policies, procedures, and best practices.
  - E. SCOs are permitted to raise money through dues, sales events, and any other initiatives approved by the Office of Student Engagement (No fundraiser should be in direct competition with college contractors including the bookstore or food services).
  
5. **Budget Procedures:** Once a student organization is officially recognized by FSW, it is entitled to an account (Fund 6) within the college. These funds are held by the college's Office of Financial Services and are accountable to certain guidelines. Note: Student organization accounts do not generate interest ([04-0701](#) **College Club and Organization Accounts**).
  
6. **Accounts:** Set up: Once fully approved, an officer and advisor should contact the appropriate Student Engagement staff **member and request that an account be opened for that organization.**
  
7. **Approval: The Budget Administrator's signature must be on all budget paperwork before it can be approved/processed. In addition to this, the SCO President or designated Executive Board Member and Advisor must also**

**validate any financial transactions with their signatures. Note: The club advisor should be listed as the college contact person for any orders placed by the SCO.****Transactions:** There are three types of transactions that clubs may utilize: Check Request, Petty Cash, and Deposit Memos.

- A. **Check Request:** Expenses totaling \$50 or more may be reimbursed through Check Request. Complete and submit the Check Request form with supporting documents to the appropriate Student Engagement staff member. To make a purchase, clubs should request a quote from the vendor; then complete a Check Request form, and attach it to the quote. This should be submitted to the Office of Student Engagement. Student Engagement will forward it to the Office of Financial Services where a check will be produced for the vendor. Please allow at least two weeks (10 business days) for processing. The Office of Financial Services will mail the check to the organization/recipient or release it to the individual specified on the form ([04-0101](#) Check Requests). Please be sure to keep a copy for your records.
- B. **Petty Cash:** Expenses totaling \$49 or less may be reimbursed immediately through petty cash. Obtain a Petty Cash Form and signatures from the club advisor and budget administrator. Submit the form with the original receipt attached to the Cashier for reimbursement. Please be sure to keep a copy for your records. ([04-0308](#) Petty Cash Funds)
- C. **Deposit Memos**— Deposits can be made on any campus through the Cashier. Any money collected through fundraising must be deposited the business day following the event. Deposit Memo Forms are available in the Office of Student Engagement. These may be submitted to the Cashier with cash or checks for deposit into club accounts. Checks must be made out to the student organization and Florida SouthWestern State College (e.g., Environment Club / Florida SouthWestern State College). A copy of the Deposit Memo will be retained by the Cashier's Office. ([04-0701](#) College Club and Organizations Account)

## Section 4: Marketing and Communication

### I. Communication & Publicity Procedures for Student Clubs & Organizations

Student Clubs and Organizations have various avenues for communicating opportunities for involvement with the greater student body. Some are more effective than others, and the Office of Student Engagement can be consulted for advice on the best way to publicize club activities. In all club communication and publicity, there are several procedures in place: All publicity must be approved by the SCO's advisor and Office of Student Engagement. SCOs that wish to utilize college-owned platforms for publicity or mass communication may be denied if:

1. Unapproved by the advisor,
2. Deemed to be in poor taste or reflect poorly on the college, or
3. Failed to follow guidelines below. (SCOs may face disciplinary actions, including the denial of future activity requests. When in doubt, consult the Office of Student Engagement)

## II: Event Calendar

The event calendar is utilized by and visible to all students, faculty, and staff at Florida SouthWestern State College. It is the classic “calendar of events,” and it is one of the best ways to promote a meeting, activity, or event. Only certain administrators at the College are able to post items on the calendar. The Office of Student Engagement has this privilege. If you wish to have something posted to the calendar such as club meetings and events/activities, make this request on the [Activity Request Form](#) and turn it in to the Office of Student Engagement or email at [engage@fsw.edu](mailto:engage@fsw.edu) at least three (3) weeks prior to the activity/event.

## III: Flyers:

Clubs must create their own flyers for the Office of Student Engagement to print. All flyers must be approved by the advisor and the Office of Student Engagement. Flyers should be of high quality. Student Engagement reserves the right to deny the production and distribution of any flyers. Flyers must meet the following:

- EEO statement minimum 8pt font
- FSW logo
- Artwork labeled for reuse with modification
- Fit on 8 1/2 x 11 paper
- Clubs responsible for removing flyers no later than one week following the event.

Any materials placed on prohibited surfaces e.g., windows, walls, doors, vehicles, etc. will be removed immediately by building maintenance personnel or by Student Engagement staff. Consult the Office of Student Engagement on your campus to understand prohibited locations. The sponsoring SCO is responsible for removing the materials within 24 hours following the activity.

## V: Social Networks

Any social network questions concerning Facebook, Instagram, etc. please consult with the Office of Student Engagement.

## VI: Off-Campus/Community Publicity

Any off-campus/community advertisement questions please consult with the Office of Student Engagement.

## Section 5: Student Travel

### I: Student Travel Procedures

1. To be approved for travel, an SCO must complete the process listed below. **PLEASE NOTE: The Office of Student Engagement will not complete the forms for the advisor or the SCO.**
2. All travel will be reimbursed in accordance with travel procedures established in COP [04-0102](#).

### II. Advisor Responsibilities for Off-Campus Travel Form

The club advisor must read and sign the [Advisor Responsibilities for Off-Campus Travel Form](#) and submit it to the Office of Student Engagement six (6) weeks prior to departure.

**3. Transportation:** Advisors of SCOs may use college vehicles, rental vehicles, commercial

transportation, or their personal vehicles for trips and conferences. Specific stipulations apply to each mean of transportation. ([04-0102](#) Travel Procedures and Guidelines)

A. **College or Rental Vehicle:** No student may drive a college vehicle or rental on behalf of the college or any club/organization unless that student is an employee of the college. Only full-time employees who are 18 years of age or older holding a valid Florida driver's license may drive college-owned or rental vehicles. ([01-0107](#) Verification of Driver's License and College Vehicle Use)

B. **Personal Vehicle:** If a student has the permission of the Office of Student Engagement and the advisor to drive their own vehicle (not a rental or college vehicle) to a trip/conference, the student's own insurance should provide coverage. The student must drive in "caravan" style with the advisor.

C. **Public Transportation:** Commercial transportation includes air, train, bus and boat. The Office of Student Engagement and/or advisor should always be consulted prior to making any reservations. All proper paperwork must be submitted before arrangements are made. ([04-0102](#) Travel Procedures and Guidelines)

The college uses a Travel Authorization Form (TA) for student and staff travel. Should an individual or organization require reimbursement for hotel, gas, parking, tolls, transportation, etc., the Travel Expense Reimbursement Form BO-002 must be completed and submitted to the Office of Student Engagement within one (1) business day after returning from the trip. Be sure to submit original receipts at the same time for all covered expenditures that require reimbursement. It is recommended to make a copy of the original receipts for the SCO's treasurer and advisor for record keeping purposes. ([04-0102](#) Travel Procedures and Guidelines).

4. **Pay in Advance:** The Office of Student Engagement encourages SCOs to submit all paperwork and requests in advance to pay for as many expenses as possible before the trip. Expenses for conference registration, hotel, commercial transportation, and rental car are paid in advance by submitting a Check Request. ([04-0102](#) Travel Procedures and Guidelines)

A. Check Request or Purchase Order should be:

- a. Made payable to the vendor.
- b. Indicate the names of students being registered and the cost for each.
- c. Submitted to the Office of Student Engagement with two (2) copies of the conference registration form. ([04-0101](#) Check Requests)

B. The Accounts Payable department will settle the expenses on behalf of the organization (Club accounts are not tax exempt).

C. When the organization returns from the trip, the Travel Expense Reimbursement Form BO-002 is completed with exact figures for expenses. The total amount owed the traveler or owed the college will be evident on the Travel Expense Reimbursement Form BO-002 and documented by attaching the original receipts.

5. **Pay upon Return:** The College will pay the amount due to the traveler or creditor. The total amount due should be evident on the TA form located in the student travel packet and supported with original trip receipts. ([04-0102](#) Travel Procedures and Guidelines)