



Eastern FloridaSM
STATE COLLEGE

Student Activities Handbook

**Operational Manual
for
Student Activities
at
Eastern Florida State College**

Eastern Florida State College is committed to equal access/equal opportunity in its programs, activities, and employment. For additional information, visit Eastern Florida State College: www.easternflorida.edu/go/equity

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Introduction

Eastern Florida State College (EFSC) will provide student support programs, services, and activities consistent with the mission that are intended to promote student learning and enhance the development of the students, including off-campus instructional sites and students enrolled in eLearning courses. (SACSCOC 2.8)

The Student Activities Handbook is an operational manual that provides the specific guidance and detailed procedures required to be in compliance with the overlying requirements for student activities and student life as established by Florida Statute, Florida Administrative Code, and the EFSC [Procedures Manual](#).

Adherence to these policies and procedures is required and essential for successfully fulfilling the College mission and properly conducting student activities at EFSC.

Eastern Florida State College is dedicated to providing a nondiscriminatory environment which promotes equal access, equal educational opportunity, and equal employment opportunity to all persons regardless of age, race, national origin, color, ethnicity, genetic information, religion, sex, gender, sexual orientation, pregnancy, disability, marital status, veteran status, ancestry, or political affiliation in its programs, activities, or employment. The following person has been designated to handle inquiries regarding the non-discrimination policies: Darla Ferguson, Associate Vice President and Chief Equity Officer, 1519 Clearlake Road, Cocoa, FL 32922.

Section 100 – Student Activities Handbook Updates and Approval Authority

101 Updates to the Handbook

Updates to the EFSC Student Activities Handbook will be conducted by the affected parties to include the Associate Provosts and the Student Life Coordinators.

The Student Government Association (SGA) is responsible for making recommendations to amend the SGA Constitution & Bylaws (Appendix A), with amendments ratified by the SGA at an SGA Business Meeting. The Constitution & Bylaws shall be amended only once per academic year.

102 Handbook Approval Authority

Proposed updates and amendments to this handbook will be submitted for approval to the Vice President Academic and Student Affairs/Chief Learning Officer.

Section 200 – Student Activities

201 Overview of Student Activities at EFSC

Student life at EFSC involves a wide variety of activities to include College-wide events, Individual and Group events (both on and off campus), SGA club events, and Intramural Athletics. Each of these have different approval procedures and levels of approval authority, and may or may not involve the use of Student Activity Budget monies. Students enrolled in eLearning classes are afforded participation through the student life activities at the EFSC campuses.

Administrators, staff, faculty and students will follow the specific guidance within this and following sections before initiating and conducting student activities at EFSC. This guidance is in line with the Organizational Structure of the College and the Shared Governance philosophy of EFSC as stated in the EFSC [Procedures Manual](#). (PM) Sec. 103/Organizational Structure of the College.

202 Activities Authorization

- All student activities require various levels of review and approval according to the procedures listed in this and other handbook sections
- College-wide events require final approval of the appropriate Vice President using the appropriate forms listed in Appendix C
- Campus based activities require final approval by the Associate Provost using the appropriate forms listed in Appendix C
- Authorization for activities and events must be obtained a minimum of 14 business days in advance of the scheduled date. Lead times for submission of requests are listed in this handbook.
- For off-campus events and travel activities approval, also refer to section 300/Student Travel
- For student activities that are SGA and SGA clubs based, also refer to section 500/Student Government and section 600/Student SGA Clubs & Organizations for additional guidance and requirements
- For activities involving minors, refer to section 300 and EFSC PM Sec. 806/Notice to Students Under Age 18

203 Student Activities Funding

Funding for student activities may be provided by either Fund 2 or Fund 6 (Agency) accounts. Refer to section 400/Student Activity Budget and Activity Funding for specific procedures. The Vice President for Operations is the Budget Custodian for all 259XXX indexes and Student Activity Budget expenditures.

Note: Funding requests of \$250.00 or less may be approved by the campus Associate Provost. For requests greater than \$250.00, approvals by the Vice President, Academic and Student Affairs, and the Vice President, Operations are required.

See section 400 for additional guidance and requirements.

204 Student Activities Requiring Contracted Services

Contractual arrangements for services from any individual or company to support student activities may require the submission of an Agreement for Independent Contractor Services form to Human Resources (HR). This form must be submitted no later than 15 business days prior to the event requiring these services. The form can be downloaded from the EFSC Document Center. Only the original copy with all original signatures will be accepted (No faxed documents or copies).

The HR office should be contacted to determine whether or not the individual or company being considered requires this form. In some cases, only a Purchase Requisition form may be required, but they will advise you if that is the case.

Forms for contractual commitments should only be initiated after the Student Activity/Event Approval form has been submitted and all required signatures have been obtained. Failure to submit the appropriate paperwork within time restriction requirements will result in non-payment.

Normally, EFSC employees are not permitted to render paid services to the College. Contact HR to determine if an employee is eligible to perform additional services and receive supplemental compensation.

See section 400 for additional guidance and requirements.

205 Student Comportment

Students shall conduct themselves at all times in accordance with the provisions of EFSC PM Sec. 419/Student Comportment, and in accordance with the Student Code of Conduct as stated in the Student Handbook and College Catalog.

206 Related Policies for Student Activities

Some student activities may require insurance for accident and injury coverage. See EFSC PM Sec. 416/Student Health and Safety.

Students involved in College approved activities are expected to attend all scheduled classes unless excused under the provisions listed in EFSC PM Sec. 415/Class Attendance and Withdrawals.

207 Procedures for Submitting Requests

Academics Activities that do not require Student Activity Budget funding will be submitted to the campus Associate Provost who will review and forward to the campus Provost for approval. All student and student group activity requests which are non-SGA club affiliated must be presented before the SGA Executive Board (E-Board) as stated in section 504.2.

Collegewide, non-campus based student activities are submitted to the Associate Vice President, Enrollment Management for review, who will then forward for approval by the College Vice

Presidents.

All SGA club requests (funded and non-funded) must be presented before the SGA Business Meeting voting membership as stated in section 504.3.

Generally speaking, Student Activity Budget monies should only be appropriated for activities, events, programs, etc. which clearly serve the campus student body at large and are open to all EFSC students. See section 400 for more information regarding agency funds and fundraising.

207.1 Summary of Steps for Submitting Requests

- All requests should be submitted to the Student Life Coordinator who will determine the appropriate organization to review and approve the request
- For activities that require SGA review and approval actions, requests must be received by the close of business two (2) business days prior to the next scheduled SGA Business or E-Board meeting (as applicable) by using the appropriate form(s) found online at the Campus Student Life page of the EFSC website:
 - *Student Activity/Event Approval* form– This form is required for all requests. All appropriate fields on the form should be complete and all required signatures present.
 - Travel Approval Forms – See section 300 and Appendix C
 - Students, student groups, or SGA clubs should attach supplemental supporting documentation for requested activity. Administration should be able to understand the logistics of the request based solely upon the paperwork once submitted for approval.
- Complete submission of all required forms and supporting documentation will result in the student, student group, or SGA club being placed on the next scheduled meeting's agenda
- The student, student group, or SGA club representative(s) must be present at the meeting where the request will be considered and voted on in order to briefly describe the event and answer questions as needed. The voting members have the right to ask for more information or for a revised request prior to conducting an official vote.

207.2 Submitting Requests When E-Board is Out of Session

When the E-Board is out of session (e.g., summer term), requests must be submitted directly to the Student Life Coordinator. Requests must follow the same approval process and timeline, but do not require an SGA signature or vote.

208 Timeline for Review

The Student Life Coordinator, campus Associate Provost, Provost, and when applicable, Vice Presidents will make every effort to review and approve requests in a timely manner.

Due to the nature of these campus and College positions, it is essential that students, student groups, or SGA clubs understand and account for the time needed for all required parties to review and approve requests. These staff members and administrators have the right to request additional information and details prior to making an approval decision. The timelines listed

below are recommendations and do not automatically guarantee requests will be reviewed in the timeframe listed.

208.1 Non-Funded Activity Requests

Non-funded SGA and SGA club activity requests must allow a minimum of two (2) weeks from the time of submission to the SGA for the review and approval process. It is strongly recommended that for scheduled events, the window be extended to three (3) weeks to allow time for adequate planning and paperwork corrections/changes.

All other non-funded campus based activity requests (except Academic Activities) must be submitted to the campus Student Life Coordinator for review and forwarding as required to ensure all EFSC requirements are met. It is strongly recommended that submissions should be made three (3) weeks to allow time for adequate planning and paperwork corrections/changes.

Non-funded Academic Activity requests are submitted by the faculty member to the Student Life Coordinator who will forward to the Associate Provost for review and the campus Provost for approval. It is strongly recommended that submissions should be made three (3) weeks to allow time for adequate planning and paperwork corrections/changes.

208.2 Funded Activity Requests

All Student Activity Budget funded requests must allow a minimum of four (4) weeks from the time of submission to the SGA for the review and approval process. It is strongly recommended that for scheduled events, the window be extended to five (5) weeks to allow time for adequate planning and paperwork corrections/changes. While tentative planning efforts may occur while awaiting full approval, no purchasing or commitments of the College may take place.

208.3 Student Travel Requests

SGA and SGA club student travel must obtain full SGA approval, whether or not funding is requested. Student travel is discussed in full in section 300 of this handbook. Student travel requests must allow a minimum of five (5) weeks from the time of submission to the SGA for the review and approval process. It is strongly recommended that, if possible, the approval window be extended to six (6) weeks.

Non-SGA student travel that is not Student Activity Budget funded must be submitted to the Student Life Coordinator for review and forwarding to the Associate Provost, who will review and forward to the appropriate administrators for approval. Requests must allow a minimum of five (5) weeks from the time of submission for the review and approval process

Student travel that is not campus based and campus funded will be submitted to the Associate Vice President, Enrollment Management for review and forwarding to the appropriate Vice Presidents for approval.

209 Planning and Executing Student Activities

209.1 Student Code of Conduct

All students are subject to the Student Code of Conduct (SCOC). As a result, the SCOC must be upheld and followed in the planning and execution of all student, student group, or SGA club events, activities and travel. Of particular relevance to student activities are the policies against gambling, alcohol, drugs, harassment, and hazing. Refer to the EFSC Student Handbook or College Catalog for the current SCOC.

Any group sponsoring an activity should be aware of all references to public behavior within the College's Student Code of Conduct and consider the expected turnout in their planning.

209.2 Sponsor Presence

SGA club and group sponsors (or their designee as approved by the appropriate EFSC VP) are required at all College sponsored meetings, events, or travel. For other student activities, an EFSC employee, as designated by the campus Provost and Associate Provost, is required to be present at all meetings, events or travel. Upon reviewing requests for activities, the Associate Provost and Provost will determine if any additional EFSC employee presence is needed.

209.3 Security, Custodial and Technical Support Services

Organizers of activities occurring outside of regular College hours should account for security, custodial, and technical support needs for those functions. Extra costs to hire sufficient services in these areas must be considered in the financial planning of the activity. The Student Life Coordinator should be consulted if assistance is needed in determining if extra costs will be incurred. Again, given the additional time and effort involved in securing proper resources, students, student groups, or SGA clubs must observe the timeline restrictions addressed in this section and other sections of this handbook.

209.4 Limited Seating Admission Tickets

If a large turnout is expected for an activity which is to occur inside an EFSC facility with limited seating, the sponsoring student, student group, or SGA club must issue tickets for admittance to control the size of the crowd and abide by established fire codes. EFSC students cannot be charged for admission to any activity or event that is funded by Student Activity Budget monies. Student Life Coordinators will be consulted regardless of expected crowd size to determine if additional assistance is needed in this area.

209.5 Campus Viewing of Commercial Films

Sponsors of SGA clubs and student groups and the Student Life Coordinator should work closely with their campus library staff to determine which library materials have been purchased with public performance rights and can be shown to students on campus.

Events of this nature can only be held for the student body and publicity is restricted to posting on-campus. No student, student group, or SGA club may make a profit as a result of showing a film on-campus. Admission cannot be charged. Food and drinks may be provided free to

students but cannot be sold for fundraising purposes.

209.6 Political or Religious Activities & Demonstrations

A guiding principle for consideration in planning for political or religious activities should be that the event is open to multiple sides of an issue, belief, or doctrine. Events of this nature must align with the Student Code of Conduct and any other applicable College policies. All EFSC students must be welcome to observe and/or participate in the event.

Voter registration drives may not be conducted by any office or organization other than as prescribed by the EFSC [Procedures Manual](#). SGA clubs or student groups wishing to host any elected officials or candidates for office as part of an SGA club or student group sponsored activity must receive prior approval from the SGA, Student Life Coordinator, campus Associate Provost, Provost, and Vice Presidents.

Guidance for demonstrations and dissent activities is contained in the EFSC Procedures Manual section on Free Speech and the Right to Dissent (EFSC PM Sec. 606).

209.7 Event Prizes

SGA funds cannot be used for cash prizes. However, Gift Cards are permissible with prior approval. All prize drawings must be described in detail on the Student Activity/Event Approval Form and receive full approval prior to any purchases. SGA funded prizes must only be awarded to currently enrolled EFSC students. EFSC staff, faculty and administrators are not eligible to receive a SGA funded prize. Additionally, employees who are also students at EFSC are not eligible for prizes.

For all prizes awarded, the winner's name, B-number ID, and student signature are required before the prize is given to the winner.

209.8 Fundraising as an Activity

No fundraising event or activity shall be conducted by any students, student groups, or SGA clubs without prior approval of the campus Associate Provost, Provost and District-level administration. See section 407 for more details on fundraising and EFSC PM Sec. 417.4.

Coordination with the Executive Director of the EFSC Foundation will be required for major fundraising activities. The Student Life Coordinator will be contacted for review and guidance to see if approval is required by the director.

All fundraising activities must have final approval by the Vice Presidents.

210 Commitment to Publicity

Students, student groups, or SGA clubs are responsible for their own publicity and advertising efforts when it comes to membership recruitment, and approved activities and events. Every effort should be made to publicize activities to the student body at large. All advertising must be approved in advance as stated in this handbook.

When SGA funds are being utilized, the requesting student, student group, or SGA club should indicate in their planning how the event will be publicized. Publicity will not be initiated until after the activity has received full approval from all required parties.

210.1 Publicity Design

Each sign, poster, or other media used to advertise approved activities should include all relevant information:

- Time, date, and location of event;
- Name of SGA club or organization hosting event;
- Contact information of SGA club/organization sponsor, including EFSC phone number and email address;
- Use of EFSC logo may only be used with the approval of the College's Communications department. Obtain approval via the Student Life Coordinator.

Students, student groups, or SGA clubs must utilize the services of the College's Graphics and Printing department to design publicity materials. EFSC logos stating the SGA club name may be requested through the College's Communication department via the Sponsor and/or the Student Life Coordinator. The use of alternative logos is not permitted unless associated with a chapter of a state or nationally recognized student organization (e.g., PTK, Rotaract, etc.). Students, student groups, and SGA clubs will contact the Student Life Coordinator for contact information and instructions for pursuing these publicity partnerships.

210.2 On and Off Campus Publicity

The campus Associate Provost and Provost must approve on-campus and off-campus publicity of student activities. The distribution of publicity materials on campus will not disrupt normal campus operations (see EFSC PM Sec. 417.5).

210.3 Electronic Marquee

The campus electronic marquee is a form of media communication available for the College community (including student SGA clubs) and is under the jurisdiction of the campus Provost. Students, student groups, or SGA clubs may request use of the electronic marquees provided:

- Marquees will reflect campus activities/event messages that support the College community.
- Messages will be three lines or less.
- Messages will be posted not more than one week.

After full approval for the event has been granted, requests to use the marquee should be submitted to the campus Provost.

210.4 Titan Email

Requests to use student Titan Email to distribute information about approved activities must be made to the Student Life Coordinator.

210.5 Use of Web-based Campus Calendar

The Student Life Coordinator will add approved activities to the web-based campus calendar after all required event/activity approvals have been granted.

210.6 Student Life TV Monitors & Social Media Outlets

Students, student groups, or SGA clubs hosting an approved activity may submit a JPEG file to the Student Life Coordinator for consideration for display on campus TV monitors and posting to the campus Student Life Facebook page and College social media accounts. All digital display files must be approved by the campus Associate Provost and Provost.

210.7 Signs, Posters and Bulletin Boards

Signs or posters should normally be no larger than 22" by 28" and may not be attached to any surface which is not designated for promotional or informational material (see EFSC PM Sec. 417.5.1). Each campus building maintains bulletin boards for both restricted and "open" use. SGA clubs with approved activities may place campus Associate Provost and Provost approved publicity materials advertising their event only on "open" bulletin boards (unless the SGA club has their own restricted use bulletin board).

SGA clubs should contact the Student Life Coordinator to learn if any campus bulletin boards are available to claim for their restricted SGA club use.

210.8 Faculty and Staff Email

Upon request, the campus Provost may approve the distribution of a campus wide email to full and part time faculty and staff to advertise approved campus activities.

- An official SGA vote will be conducted by the membership to approve or deny the request.
- If the request is approved, the SGA President will sign and forward to the Student Life Coordinator, campus Associate Provost and Provost. When appropriate, the campus Provost office will place the event or activity on the campus calendar and the campus marquee.

210.9 Publicity Purchases, Work Orders, and Post Event Report

Only after full approval has been granted will sponsors of students, student groups, or SGA clubs make purchases, advertise, or initiate work orders.

A Post Event Report form must be completed for all campus activities and submitted to the Student Life Coordinator within one (1) week of the event. (Appendix C).

Section 300 – Student Travel

301 Student Travel Overview

301.1 Purpose

“Student Travel” is defined as any trip taken by currently enrolled students as part of a College-affiliated function, on a voluntary basis, and not as a requirement of the student’s coursework or program of study. This includes all student organization-sponsored trips, whether or not College funds are used, except for College-affiliated study abroad programs and varsity athletics.

Student travel is a privilege; hence, all students traveling are subject to the eligibility requirements and conduct expectations set forth in sections 301.2 and 301.5 below.

EFSC encourages student travel when the opportunity for leadership development will likely be advanced through the activities offered by an organized conference or workshop, and as long as the travel will benefit the campus and/or College as a whole in accordance with the College’s educational mission.

301.2 Student Eligibility

To be eligible for student travel, students must:

- Be currently enrolled at EFSC maintaining at least 3 credit hours and having a cumulative overall GPA of at least 2.0 at the time of the request and at the time travel will take place. For example, if travel approval is requested in October for a conference scheduled for March, all student attendees must meet these requirements during both the fall and spring semesters.
- Be in good standing at the time of request and at the time travel will take place (i.e. not in financial default, not on disciplinary probation or more severe disciplinary status).
- Provide all requisite documentation and travel forms, completed and with all necessary signatures in advance of travel.

It is the responsibility of the travel sponsor and/or Student Life Coordinator to verify student eligibility to travel prior to submitting the travel request paperwork for approval.

301.3 Students Under Age 18

Students under the age of 18 (“minor students”) may be eligible to participate in student travel provided they meet the eligibility requirements set forth in section 301.2, and subject to the following:

- Minor students must have submitted in advance of travel the *Student Travel Assumption of Risk, Release, and Hold Harmless Agreement* form, signed by the student and their parent or legal guardian.
- The parent or legal guardian shall also sign the *Acknowledgement of Responsibility for Minor Student Travel Agreement* form.

- During the pre-trip planning phase, the parent or legal guardian shall provide the College representative with evidence of their relationship to the minor student and a photo ID establishing their identity. A copy will be retained with the trip documents.
- The College will cover expenses for minor students as for other students with the following exception: When the minor student and parent or legal guardian are required to travel together via ground transportation, the parent or legal guardian is responsible for that expense. The parent or legal guardian is responsible for covering all of their own expenses associated with accompanying the minor student.
- The minor student must be accompanied by their parent or legal guardian at all times. This includes all activities throughout the day and night including travel, lodging, meals, event activities, and free time.
- The minor student is required to lodge with their parent or legal guardian.
- During all times, the minor student's parent or legal guardian shall be responsible for the minor student's care and custody, and shall immediately notify the College representative(s) accompanying the students of any issues or incidents that affect the health or safety of their child.

301.4 Funding

Funding from the student activities budget (259) for student travel may be requested as follows:

- When funding is requested by an SGA club, student club/group, individual students, or involves an instructional activity, the appropriate student travel request form(s) will be submitted to the campus Student Life Coordinator for consideration by the Student Government Association. If approved, the request will proceed for funding approval consideration.
- When the travel involves a College-wide activity, the request will be submitted to the Associate Vice President for Enrollment Management for consideration. If approved, the request will proceed for funding approval consideration.

*See Appendix B (Student Travel Approval Process).

SGA funds may be used to help finance travel. SGA Clubs and groups of students interested in travel opportunities may present a request to SGA for partial funding.

When an SGA club or student group requests SGA funds to help support an activity, the requesting club/students should be prepared to disclose its current financial resources and discuss the efforts made to date to support their travel request.

With all student travel, EFSC holds the travel sponsor responsible for all activities occurring as part of the trip. Strict adherence to the policies and procedures outlined below is required. Failure to follow may result in the travel sponsor taking full responsibility for all financial and legal obligations that may result from the trip.

301.5 Student Conduct Expectations

Given the unique aspects and circumstances involved with student travel, serious and/or repeated incidents of behavior that falls below the college's expectations and standards of conduct are

inherently contrary to the health, safety, and welfare of not only the offending student, but all other persons in the traveling group.

Therefore, all students participating in student travel activities are expected to conduct themselves in a lawful, civil, and responsible manner, and shall abide by the EFSC Student Code of Conduct, as well as any and all local, State, and Federal laws and ordinances at all times. Any student who fails to meet the college's expectations and standards of conduct are subject to discipline, which may result in a student being returned home before the end of the trip at the student's expense.

In the event a travel sponsor reasonably believes a student has engaged in serious and/or repeated incidents of behavior that falls below the college's expectations and standards of conduct, the travel sponsor shall immediately notify their Provost, Associate Provost, or PSI Dean. The decision to revoke travel privileges and return a student home before the end of a trip shall be made in consultation with the Provost, Associate Provost, PSI Dean, and/or other college officials as appropriate. To the extent practical and feasible, the student will be given an opportunity to respond to the concerns raised prior to the decision.

302 Requesting Student Travel

Travel requests (funded or not) must include the appropriate forms as set forth below. Forms may be downloaded individually online as listed in Appendix C or on the EFSC Student Life webpage.

ALL STUDENT TRAVEL MUST INCLUDE THE FOLLOWING FORMS:

- ***Student Travel & Reimbursement form***
- ***Student Acknowledgement Receipt of Meals or Money form*** (attached to the *Student Travel & Reimbursement form* listed above)
- ***Student Travel Assumption of Risk, Release, and Hold Harmless Agreement form*** signed by each student

IN ADDITION, FOR ANY STUDENT UNDER THE AGE OF 18:

- ***Acknowledgement of Responsibility for Minor Student Travel Agreement form*** signed by a parent/legal guardian of each minor student

IN ADDITION, FOR ANY 259-FUNDED TRAVEL:

- ***Student Activity/Event Approval form***
- ***Travel Addendum form***
- ***Student Travel form***
- ***Copy of Conference Agenda form*** (typically available on conference website)

The initial travel request requires the estimated number of student attendees with the *Student Activity/Event Approval form*. If approved, then all completed travel documentation is due no less than ten (10) business days prior to travel. Final travel submissions may not exceed the original request.

*When requesting funds for travel students should leave a reasonable amount of cushion to allow for unexpected increases/decreases in expenses. It is understood that any unused, leftover funds will be returned to the requested budget.

302.1 Approval Process

302.1.1 College-wide Activity

College-wide student activity travel requests – whether 259 funding is requested or not – shall be submitted to the Associate Vice President for Enrollment Management at least five (5) weeks prior to travel for the review and approval process. If recommended for approval, the request must then be submitted and approved by the Vice Presidents, and College President if the travel will be out of the country (see Appendix B/Student Travel Approval Process).

302.1.2 Instructional Activity – No 259 Funding Requested

Instructional activities that do not request funding shall be submitted to the Associate Provost at least five (5) weeks prior to travel (Public Safety Institute shall submit to the PSI Dean instead). If recommended for approval by the Associate Provost, the request shall then be submitted and approved by the appropriate Provost (except if PSI). In addition, if the travel will be out of state, the request must be approved by the Vice Presidents, and if the travel will be out of the country, by the College President (see Appendix B/Student Travel Approval Process).

302.1.3 All Other Travel Requests

All other requests for student travel – whether 259 funding is requested or not – shall be initially submitted to the appropriate campus Student Life Coordinator and processed in accordance with this section.

For requests from non-SGA affiliated clubs or students who are not requesting funding, travel forms will be routed to the appropriate campus Associate Provost (Public Safety Institute shall submit to the PSI Dean instead), and if recommended for approval, then to the campus Provost (except if PSI). If approval is recommended at all stages, the request must then be submitted and approved by the Vice Presidents, and College President if the travel will be out of the country (see Appendix B/Student Travel Approval Process).

All other requests shall be presented for approval at the appropriate SGA meeting. Requests must be received least two (2) business days before the request will be presented at the appropriate SGA meeting. Moreover, student travel requests must allow a minimum of five (5) weeks from the time of SGA approval for the remainder of the review and approval process.

The Student Life Coordinator should review each request prior to any meeting and make recommendations for changes before any vote is called.

A student representative(s) must be prepared to attend all meetings where the request will be discussed. The travel sponsor is invited to attend the meeting(s) but is not required to be present.

The SGA must vote to approve all requests before the campus Associate Provost or PSI Dean, Provost, and District Administration will consider the request. SGA will call for a vote and a specific dollar amount (if request for funding) will be recorded in the SGA minutes.

If the SGA does not vote to approve travel, the requestor may appeal to the campus Associate Provost and Provost/PSI Dean for a procedural review. The Student Life Coordinator will

provide a copy of the requestor's travel request.

At any time, the campus Associate Provost, Provost/PSI Dean, District Administration or Accounting may wish to review SGA minutes to verify the vote and the amount approved.

If the SGA votes to approve the request, it must then be submitted to the campus Associate Provost or PSI Dean as appropriate, and if recommended for approval by that individual, then to the campus Provost (if applicable). If approval is recommended at all stages, the request must then be submitted and approved by the Vice Presidents, and College President if the travel will be out of the country (see section 303.3).

*See Appendix B (Student Travel Approval Process).

303 Travel Sponsors

303.1 Sponsor Accompaniment

An EFSC staff or faculty member must accompany all students who participate in student travel.

A travel sponsor must obtain approval from his/her supervisor in advance of the trip. The campus Associate Provost and Provost will require email verification that a travel sponsor has received permission to travel.

The cost of the sponsor attending the trip should be included in the travel request unless funding will be obtained from another source. When a staff or faculty member is chaperoning an SGA funded trip, it is acceptable for student activity funds to cover their expenses because their presence is required in order for students to attend.

While it may be a best practice for a male and female sponsor to travel with a group of students comprised of males and females, it is not required. However, travel sponsors should use their best judgment if the ratio of male to female students, or vice versa, warrants having both a male and female sponsor travel with the group.

303.2 Travel Sponsor Responsibilities (Pre-Travel)

Travel Sponsors must receive final authorization at least ten (10) business days prior to departure (see 302.3 below). Requests for authorization will be submitted on the appropriate EFSC student travel request form(s) for approval.

The requests must include:

- departure, destination and return dates and times
- method of travel and estimated costs
- list of student names and student identification numbers
- course, club, or team name
- statement of benefit indicating the purpose of the travel and the benefit to the college

The travel sponsor shall obtain emergency contact information from each traveling student prior to departure.

303.3 Authorization

Final authorization from the appropriate Provost (or PSI Dean if appropriate) is required for any instructional activities not requesting funding. Final authorization from the Vice President for Academic and Student Affairs and Vice President of Operations is required for all student travel requests.

The Vice President for Academic and Student Affairs must approve all out-of-state student travel. The College President must approve all out-of-country student travel.

303.4 Travel Sponsor Responsibilities (Post-Travel)

303.4.1 Expenditure Verification

Sponsors will be responsible for remitting itemized receipts for the following expenditures attached to the *Student Travel and Reimbursement* form:

- Registration fees (exclusive of meals and lodging)
- Common Carrier Transportation (Airfare, Rental car/van, Bus, etc.)
- Lodging
- Miscellaneous expenses (with appropriate justification)

The sponsor is authorized to provide each student with funds for meals or may provide group meals from advanced monies. Each student must sign the *Student Acknowledgement/Receipt of Meals or Money* form acknowledging the number of meals or amount of money received. Sponsors will be reimbursed at the pre-approved rate (see section 304.7). Sponsors or students should contact the Accounting Department if there is any concern regarding the information on the *Student Acknowledgement/Receipt of Meals or Money* form.

303.4.2 Post-Travel Reimbursement

Travel sponsors are responsible for submitting a *Student Travel and Reimbursement Form* and the *Acknowledgement/Receipt of Meals or Money* form within five (5) business days of return. The *Acknowledgement/Receipt of Meals or Money* form must be signed by all students that received money for their meals. If the form is not signed, the sponsor will owe the college the advanced funds. If all the students listed on the prior submitted *Acknowledgement/Receipt of Meals or Money* form do not attend, the sponsor must pay back the advanced funds for that student(s).

303.4.3 Advanced Monies

When the sponsor returns with unexpended money, it will be remitted to the Cashier, in exchange for a receipt. The receipt must be forwarded to Accounting along with their paperwork and other receipts.

Failure to document expenditure of advanced funds or remit unexpended funds within five (5) business days of return will result in notification of the sponsor's supervisor. Continued failure to document expenditures or remit unexpended funds may result in payroll deduction of amounts advanced.

303.4.4 Incident Reports

Travel sponsors shall immediately notify his/her Provost, Associate Provost, or PSI Dean of any incidents occurring during the trip that require immediate action or response (see also section 301.5/Student Conduct Expectations).

For incidents that do not require immediate action or response, upon return, the travel sponsor shall report to his/her Provost, Associate Provost, or PSI Dean any incidents on the trip which involve College equipment, personnel, or students, including but not limited:

- Any malfunction or state of disrepair of a College vehicle or College-approved vehicle;
- Any accident involving a College vehicle or a College-approved vehicle and its passengers;
- Any injury to a student, faculty/staff or other involved parties;
- Any violation of the law on the part of a student or faculty/staff or any deviation from the travel plan submitted prior to departure on the trip.

303.4.5 Travel Information for Clery Act Compliance

The *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* requires EFSC to report statistics of certain crimes that occur on property controlled by EFSC and frequently used by students, which includes facilities used in conjunction with student travel in the following circumstances:

- Short-stay “away” trips

EFSC must report crime statistics for student travel “away” trips of more than one overnight. This obligation requires EFSC to report crime statistics for any facilities or portions thereof that are provided by EFSC (i.e. rented, leased, etc.) for students to use during the trip. This will generally include hotel rooms, and could include other places like conference rooms or practice facilities if provided by EFSC and used exclusively by EFSC students. Thus, after each student trip of more than one overnight, travel sponsors must keep detailed information about the facilities provided by EFSC for student use during the trip, including the name/address of any lodging facilities, room numbers, date/time of check-in and check-out, and similar information for any other space(s) provided by EFSC and used exclusively by EFSC students during the trip. Travel sponsors should use the *Overnight Student Travel Log* (see Appendix C) for documenting this information.

- Repeated use of a location for student travel overnight trips

In addition, EFSC must also report crime statistics for any location(s) where overnight student travel regularly occurs (i.e. every year) and the students stay in the same lodging facility each time. For example, if a particular conference is held in the same location each year, and students stay at that location each year, even if only for one overnight. In those cases, travel sponsors EFSC will need the same information as requested above (use the *Overnight Student Travel Log* – Appendix C – for this purpose). Note that what matters here is repeated use of a location, not the number of days it is used or whether it is used by the same students or different students.

Upon return, the completed *Overnight Student Travel Log(s)* must be submitted to Risk Management (433-5839).

303.4.6 Post Travel Report to the SGA

Once students return from travel they are required to submit the following within ten (10) business days:

- The club/student group must present a short debrief presentation to the appropriate voting membership at a scheduled SGA E-Board/Business meeting.
- An *Activity Post Event Report* must be completed for all campus travel and submitted to the Student Life Coordinator within five (5) business days of travel.

304 Student Travel Policies and Procedures

304.1 Advance of Funds

Full travel approval must be granted prior to making payment for any expenditures related to travel.

Travel sponsors are authorized to receive approved monies in advance of student travel. The College encourages the use of Purchasing Cards (PCards) to minimize the need for travel advances and prepayments.

In addition to all other requirements set forth herein, the sponsor must ensure that the following information is submitted to the appropriate office at least ten (10) business days before the expected receipt of funds:

- Participating student names and student identification numbers;
- Organization and sponsor;
- Reason for travel and travel dates;
- Estimated itemized expenses;
- Submit the *Acknowledgement/Receipt of Meals or Money* form listing all students attending the event with B numbers. Check off each meal that the student would be eligible to receive and add the amount per student. Make sure the form is totaled.

304.2 Permissible Expenditures

College funds may only be used to pay travel costs for:

1. Currently enrolled students (during the term in which the travel occurs) in good standing. This includes dual-enrolled students and minor students (see above).
2. Current faculty and staff accompanying students as travel advisors.

This does not include students only enrolled in continuing or community education classes. College funds may pay for the following:

- Registration/Entry Fees

- Lodging
- Transportation (rental vehicles, gas, tolls, parking fees, etc.)
- Meals
- Miscellaneous expenses related to travel

College funds may not be used to pay for individual certifications, or a minor student's parent or legal guardian's travel expenses.

304.3 Student Travel & College Attendance

Students traveling with an authorized off-campus activity may be credited with an excused absence from class(es), subject to the individual faculty attendance policy and EFSC policy for Collegiate Representative travel. It is each student's responsibility to initiate arrangements with his/her instructors. It is the travel sponsor's responsibility to inform students of the policy concerning excused absences and arranging for make-up work.

304.4 Registration/Entry Fees

Student activity funds may be used for registration or entry fees associated with a particular conference/event. However, students and travel sponsors shall, to the maximum extent possible, take advantage of early-bird rates. In some cases, travel may not be approved by Accounting if early-bird rate deadlines have been missed. In addition, any student who does not attend the conference/event will be required to repay his/her registration/entry fee in full to the College (except in the event of a documented medical or family emergency).

304.5 Lodging

Lodging must occur in reputable commercial establishments, such as motels/hotels, and may not occur in a personal residence, hostel, vacation rental, or "Airbnb" type facility.

When making arrangements for lodging facilities, the following rules shall apply:

1. Men and women may not share a room (except for siblings and spouses).
2. Students and travel sponsors may not share a room.
3. Students should expect to share rooms; 1 student per bed is expected.
4. Travel sponsors of the same sex should expect to share a room; 1 per bed is expected.
5. Students under the age of 18 must lodge with their parent or legal guardian.

EFSC is exempt from Florida sales tax. If the lodging is within the State of Florida, the travel sponsor may obtain a copy of the Sales Tax Exemption form from the Accounting Office. The travel sponsor must present this form at check-in. Some hotels will require the use of a PCard along with the Sales Tax Exemption form in order to waive sales taxes. If the vendor will not waive the sales tax, the lodging provider should write "Tax Exemption Refused" on the receipt (s) along with a signature. Please check with the hotel in advance to determine the requirements. Upon return, detailed receipts (not express checkout receipts) for each individual room showing that charges are paid should be submitted to the Accounting Office. Travel sponsors should carry a copy of the official sales tax exemption certification to obtain tax exemptions at hotels and other vendors.

Incidentals such as room service, in-room movies, phone calls, etc. will not be reimbursed. Internet usage fees and resort fees may be paid if they are on the initial travel request.

304.6 Transportation

For the purposes of student travel, transportation is defined as the means of moving students, faculty, and staff to and from a conference, meeting, etc. Depending on the designated beginning and ending location and/or the number of travelers, the means of transportation may vary. Ideally, all student trips begin and end on an EFSC campus. When determining transportation methods, it is expected that students use the least expensive, most reasonable form of transportation. Questions about what is most reasonable should be directed to the Accounting Office.

The travel sponsor will reserve vehicles for transportation for in-state use in accordance with the EFSC Rental Vehicles Procedure (see EFSC PM Sec. 306.1/Travel Procedures). Only a pre-approved full-time or part-time college employee 21 years of age or older may serve as the driver of a rental vehicle. A State of Florida Commercial Driver's License is not required unless the driver will be transporting more than 15 persons (including the driver) in a single vehicle. The travel sponsor will identify the requesting college organization and the names of all vehicle occupants on the appropriate student travel request form(s). The driver of any rental vehicle used for student travel must remove the keys and lock the vehicle when it is left unattended.

It is the travel sponsor's responsibility to cancel a vehicle reservation as soon as it is determined that there is no longer a need for its use.

Alcoholic beverages and illegal drugs are not allowed in any vehicle being used for student travel. Drivers are responsible for ensuring that no alcohol or illegal drugs are carried onto any such vehicle. Should the consumption of alcohol or illegal drugs become obvious to the driver, the vehicle must be stopped as soon as it is safe to do so, and all alcoholic beverages or illegal drugs must be removed from the vehicle before the trip is continued. Failure of any passenger(s) to comply, or any additional alcohol use, will cause immediate cancellation of the trip, with the driver returning the vehicle and passengers back to the college.

Some trips may be postponed or cancelled if the weather is threatening. Travel sponsors and/or drivers should check the forecast prior to departure and use good judgment when deciding to whether or not to proceed with travel.

All drivers shall allow an ample amount of time to complete travel, taking into account weather, traffic, road construction, expected delays, etc.

Except for parents/legal guardians transporting minor students (see section 301.3), no driver shall transport anyone who is not involved in the student activity or been authorized to travel by the College.

Any traffic or parking tickets received incident to student travel are the responsibility of the driver, not the College.

304.6.1 Personal Vehicles

Personal vehicles are vehicles that belong to a student, staff, or faculty member. While this is a valid transportation option, it is not encouraged for student travel. When the use of private vehicles is necessary, approval may be given on a case by case basis depending on the circumstances of the particular trip. Except for parents/legal guardians transporting minor students (see section 301.3), approval to use a private vehicle for student travel shall not be given unless and until the college receives adequate documentation of the following: (1) proof of liability insurance; (2) statement of a recent safety check; and (3) written confirmation of the vehicle owner's permission to use the vehicle for student travel.

Drivers of personal vehicles are subject to all provisions of this section 304.6, and will not be reimbursed for mileage, gas, parking, tolls, any other vehicle-related expenses, and/or meals. In addition, the owner, driver, and passengers of personal vehicles assume any and all liability in the event of an accident (e.g. personal injuries, property damage, injuries/damages to others, etc.). Under Florida law, the college retains its right to sovereign immunity where private vehicles are concerned, meaning owners, drivers, and passengers of private vehicles shall be individually responsible for their own injuries/losses and any injuries/losses to others resulting from the use of private vehicles.

All drivers and passengers (even if non-EFSC students) of personal vehicles must sign the *Student Travel Assumption of Risk, Release, and Hold Harmless Agreement* prior to travel.

Travel sponsors shall not transport students in the travel sponsor's personal vehicle except in cases of emergency.

304.6.2 Who can drive students?

No person may drive any student while under the influence of drugs or alcohol.

Except for parents/legal guardians transporting minor students (see section 301.3), only a pre-approved full-time or part-time college employee 21 years of age or older may drive students on College-sanctioned trips. To become approved to drive, an employee must complete a *Driver Eligibility Request* form (see Appendix C) and submit it to Human Resources in advance of the travel (preferably at least 5 business days prior to travel).

In the event a personal vehicle is approved for travel, the driver of such vehicle must possess a current drivers' license (i.e. not suspended, revoked, etc.). In addition, the driver may be required to provide a copy of their driving record, and/or may be subject to a driving examination.

No student under the age of 18 is allowed to drive and/or ride in a personal vehicle for student travel except with their parent/legal guardian.

304.7 Meals

The maximum amount that can be advanced per student per meal is:

- \$3.00 for breakfast (6:00-8:00 a.m.)
- \$6.00 for lunch (12:00-2:00 p.m.)
- \$10.00 for dinner (6:00-8:00 p.m.)

A student group may request less money than the maximum per student or no meal money at all. Meal monies can only be requested if the travel encompasses the set times for each meal. For example, a group that is traveling from 5:45 a.m. until 4 p.m. on a one-day trip may receive up to \$9.00/person for meal money.

Meal money is not permitted for:

- Meals included in registration/entry fee costs
- Meals provided as part of a conference/event
- Meals provided by a hotel (i.e. if a hotel serves a complimentary full breakfast, one may not receive breakfast money)

Students may receive meal monies for one-day trips; however, travel sponsors may not receive meal money for themselves on one-day trips (Florida law).

304.8 Miscellaneous Expenses

Student activity funds may be used to pay for other expenses incurred as part of the travel, including but not limited to, admission costs, tolls, parking fees, and group activities. These expenses may only be paid as a reimbursement after original receipts are turned in, but expected fees should be documented in the Travel Packet. Please be as accurate as possible in estimating the total fees; it is difficult to receive reimbursement for expenses that were not originally approved in the Travel Packet.

305 Best Practices When Traveling

- Exercise common sense when traveling.
- The group should stay together and in the company of the travel sponsor whenever possible. However, there are usually situations when the group will separate: for example, many conferences offer different workshops scheduled during the same time or have more than one eating establishment at the same location.
- The group should agree beforehand that members will always stay in the company of at least one other member. Students should not wander off alone and should stay aware of their surroundings at all times.
- Before departure the group should generate a list of all traveling members with cell phones and distribute this to everyone in the group. Also, list the hotel phone number and cell phone number of the travel sponsor if available.
- Be safe, learn lots, and have fun!

Section 400 – Student Activity Budget and Activities Funding

401 Governing and Procedural Authority

The Student Activity Budget (SAB) will be funded, reviewed, and maintained per approved College Procedures as established in the Eastern Florida State College [Procedures Manual](#).

At the time of this revision, Section 427 of the Procedures Manual governs Student Activity Budget formulation. The SAB is funded with Student Activity and Service Fees (SASF) monies and is regulated by state statute and rule, and EFSC Board of Trustees policy.

The Vice President for Operations is the Budget Custodian for all 259XXX indexes and Student Activity Budget expenditures.

402 SGA Financial Responsibility

The SGA Executive Board (E-Board) is responsible for ensuring good financial stewardship of the campus portion of the Student Activity Budget each year. The Student Life Coordinator will work closely with the SGA Treasurer and the E-Board to make sure SAB funds are used in accordance with state statute and EFSC guidelines. The campus Associate Provost has financial oversight and management responsibility for the campus SAB index allocation and must ensure that all expenditures are appropriate, receive proper approvals, and are documented per College policy.

403 SGA Club & Student Group Finances

All SGA clubs and student groups must take responsibility for their own finances and ensure those finances are used to accomplish the club or student group's mission and goals. All financial activities are subject to campus and administrative oversight. SGA clubs and student groups must be prepared to finance any and all activities they initiate, including travel.

SGA clubs and student groups are strongly encouraged to elect a treasurer to work closely with the sponsor(s) in managing and tracking finances. All active SGA clubs and student groups will be expected to report on their budget status at SGA Business meetings in order to provide full disclosure.

403.1 Use of College Agency Account

403.1.1 Establishing an Agency Account

All recognized SGA clubs and student groups are expected to manage their finances through a College agency account. To establish this account, the SGA club or student group sponsor(s) must submit to the Student Life Coordinator a PCard request form, a list of officer names, and for SGA clubs, the club constitution and bylaws. Once approved by the campus Associate Provost and Provost, the request will be forwarded to the Accounting department.

403.1.2 Full Disclosure of Account Funds

All agency account information will be provided to the Student Life Coordinator and the campus Associate Provost to ensure full disclosure and accountability. The SGA and its respective voting membership have the right to inquire about SGA clubs and student groups' agency funds when considering funding requests.

403.1.3 Club or Student Group Sponsor as Budget Custodian

The sponsor(s) will be listed as the budget custodian(s); however, the sponsor(s) may designate students who may make deposits to the Campus Cashier using the SGA clubs or student groups' agency account number and showing their EFSC student ID. Deposit receipts shall be provided to the SGA club or student group treasurer for documentation purposes.

Only the sponsor(s) or, in his/her absence, the Student Life Coordinator, may authorize expenses made to an SGA club or student group agency account.

403.1.4 Expenditures/Payments

Expenditures through the agency account are processed through various College procedures such as the use of the College Purchasing Card (PCard) or Check Requests. Funds will be verified by Accounting before disbursement.

403.1.5 Internal Audit of Agency Account

All agency accounts are subject to an internal audit which may be requested through the campus Associate Provost or Provost.

403.1.6 Ethical Financial Practices

The College's accounting standards, policies, and procedures will be adhered to by all SGA clubs and student groups. SAB funds, and monies raised through club fundraising activities, must only be used for club and student group purposes. Personal use of SAB or agency account funds is strictly prohibited.

404 Off Campus Bank Accounts

The College forbids the use of off-campus banking institutions for any financial activity done in the name of the College. All SGA clubs and student groups must manage their finances through the established agency account system of the College per section 401.

If an SGA club or student group is found to have utilized an off-campus bank account, the SGA club or student group may be automatically disbanded by the campus Associate Provost or Provost.

405 Tax Exempt Status

Official EFSC expenses are exempt from Florida sales tax. The SGA club or student group sponsor(s) should obtain a copy of the EFSC Consumer's Certificate of Exemption from the

Document Center. SGA club and student group sponsors may only use a copy of this form for approved uses. Receipts for all purchases are required.

406 Reimbursement of Personal Funds

The College strongly prefers that EFSC related transactions are made using a College PCard or, if necessary, by utilizing the Check Request process. The reimbursement of personal funds used to pay for SGA club or student group related expenses is heavily discouraged and may only be done with advance (prior to purchase) approval from the campus Associate Provost.

Reimbursements from an agency account can only be made for approved purchases—receipts required. Reimbursements must be done with a Purchase Requisition for a Check Request.

407 Fundraising

407.1 Fundraising as an Activity

No fundraising event or activity of any kind shall be conducted by any students, SGA clubs, or student groups without prior approval of the campus Associate Provost, Provost, and Vice Presidents. Students will not be permitted to sell commercial items on a door-to-door basis for the benefit of the College or any sub-group of the College (EFSC PM Sec. 417.4).

407.2 Fundraising Approval Process

To request approval for a fundraising activity, SGA clubs and student groups shall submit the following to the Student Life Coordinator:

Student Activity/Event Approval form (available online at the campus Student Life webpage and Document Center).

Once the completed forms are received and verified by the Student Life Coordinator, the SGA President will place the fundraising request on the next scheduled SGA Business meeting agenda for club-affiliated events, and the SGA E-Board meeting agenda for non-club affiliated events for consideration and vote.

Following SGA action, the Student Life Coordinator will review the request, and if he/she approves, will forward in accordance with the approval sequence on the Student Activity/Event Approval Form. No fundraising activities may take place until final approval has been granted.

407.3 Fundraising Guidelines

In any instance where the general public will be canvassed to purchase items or solicited for money, prior approval of the College President or designee must be obtained using the *Student Activity/Event Approval* form.

Any activity that is construed as gambling is strictly prohibited. On campus sales of items must be approved through the proper channels. Furthermore, the College does not permit students selling commercial items off campus on a door-to-door basis for the benefit of the College or any sub-group of the College (EFSC PM Sec. 417.4).

407.4 Collection of Sales Tax on Resale of Items

Items bought and then resold for a profit, with the exception of bottled water, have to include sales tax. Sales tax collected from the resale of items must be deposited in a separate SGA club or student group agency account. Tracking of sales and tax is mandatory in order for the College to comply with state sales tax laws.

407.5 Chance Drawings

For chance drawings, SGA clubs and student groups shall maintain a control sheet listing:

- Name of person given tickets to sell;
- Sequential numbers of tickets given;
- Count of tickets given;
- Amount of money returned;
- Number of ticket stubs returned;
- Number of unsold tickets returned;
- Note of any discrepancies

All funds received from ticket sales shall be deposited upon receipt into an agency account. The SGA club or student group must be able to account for all tickets, whether sold or unsold. The person responsible for selecting the winning ticket cannot own a ticket in the drawing.

407.6 Selling Food on Campus

All fundraising activities, including the sale of food, are subject to SGA, Associate Provost, Provost, and Vice President review and approval. Only certified food handlers are allowed to prepare and handle non-prepackaged foods.

407.7 Off Campus Fundraising

Fundraising off campus presents a conflict with the College Foundation's fundraising efforts for student scholarships and is therefore prohibited. Any and all exceptions must be approved by the campus Associate Provost, Provost, and Vice Presidents.

407.8 Charging Admission to SGA Club and Student Group Sponsored Events

EFSC students cannot be charged admission to any activity or event that is funded by Student Activity Budget monies. Donations of money or items may be encouraged but cannot be required of any enrolled student.

408 Student Activity Budget

The composition and processes of the Student Activities Council for Student Activity Budget formulation are established in the EFSC [Procedures Manual](#). (EFSC PM Sec. 427). The Student Activity Budget is funded with Student Activity and Service Fees (SASF) monies.

Section 500 – Student Government

501 Philosophy of Student Governance

There is a unique and ongoing relationship between college, students, and community. As the College strives to fulfill its mission to “engage our diverse population in quality, accessible learning opportunities which successfully meet individual and community needs,” so too does the College acknowledge the manifest position of students within the collegiate setting as both members of the community in which they live as well as members within the College community as participants in the academic process.

Given the rich diversity of the student population of Eastern Florida State College, in all aspects from social, academic, cultural, and beyond, the College values the inherent need of students to participate in their own social and professional development with their desire to:

- a. Form groups and organize activities which will best develop both the uniqueness and commonality of student pursuits.
- b. Elect leadership from among their peers to represent students’ interests.

502 Declaration of Name

Thus, Eastern Florida State College recognizes the necessity of students to form a body of governance to represent the voice of their peers and this body will be known as the Student Government Association, hereinafter SGA.

503 SGA Constitution & By-laws

The SGA Constitution & Bylaws in Appendix A address the organizational structure and purpose of the Student Government Association. Please reference the appendix for information on: the SGA Executive Board, E-Board officer descriptions, election processes, impeachment processes, Student Life Ambassador descriptions, administrative jurisdiction, and student responsibilities to College-wide committees.

504 SGA Meetings

504.1 General Information

Meetings make official the actions and intentions of the organization. Members should always be mindful that the organization itself will continue long after the tenure of individual members and officers. The SGA, along with all active SGA clubs, will follow general procedures outlined in *Robert’s Rules of Order* to help facilitate business as well as to record the actions and intentions of the club for future members. Given the relatively short timeframe that most students attend state colleges, every effort should be made to preserve a record of the club’s accomplishments.

All SGA related meetings may be attended by any registered EFSC student, current staff or

faculty member or administrator at the campus and district level. The purpose of SGA related meetings is to provide students and clubs:

- An opportunity to report on activities and ask for student body feedback.
- An avenue to network and connect with other students and/or clubs sharing similar interests and goals and to encourage collaboration.
- An open forum to formally voice questions, concerns, ideas, etc. before the governing body of their respective campus and the College.
- A model for the democratic process which encourages the development of critical thinking, effective communication and problem solving skills.
- The opportunity to request Student Activity Funds and approval for new clubs, events, initiatives, campus-based fundraising, travel, etc.
- An avenue to appoint student representation for College-wide Committees.

Meetings are typically venues where members discuss action, or what action the members intend to take. SGA meeting times are not appropriate to do the work required to host an event or activity. Students and committees should plan for specific times outside of meetings when they will get together to work on activities and events.

504.2 SGA E-Board Meetings

504.2.1 Schedule & Frequency

E-Board meetings must be held on campus once a week (exceptions must be approved by the Student Life Coordinator and Associate Provost) during the fall and spring semesters and must be advertised to the campus student body, staff and faculty through all possible campus publicity outlets. Meeting day, time and location will be based upon E-Board availability. A semester meeting schedule will be finalized by the SGA Secretary in conjunction with the Student Life Coordinator. This meeting schedule will be disseminated to the campus no later than the second week of the semester.

504.2.2 Voting Membership

Each E-Board officer is an official voting member. Guests may be present, but only E-Board officers may vote on official SGA business outlined in the agenda. The SGA President will only cast a vote in the event of a tie. Should the SGA President wish to document the consensus of all students in attendance in an effort to show support for or against a particular issue or simply gauge student interest in general, he or she may request a non-binding "vote of confidence."

All official votes and votes of confidence must be recorded in the meeting minutes. It is the responsibility of the SGA Secretary to ensure that votes cast and recorded match the attendance record for the meeting. Recorded votes should be reviewed carefully for accuracy before prior meeting minutes are approved at each meeting.

In order to conduct official business, a quorum of simple majority (50% plus one) of the total voting membership must be present. The establishment of quorum should be facilitated by the SGA Secretary after taking meeting attendance and then documented in meeting minutes.

504.2.3 Attendance Policy

E-Board officer attendance is mandatory for all E-Board meetings unless excused by the Student Life Coordinator. Officer attendance will be taken at all meetings and recorded in the minutes. Officers who fail to attend an E-Board meeting without sufficient prior notification will receive an unexcused absence. Three (3) or more unexcused absences may be grounds for impeachment as outlined herein.

504.2.4 Student Requests

Student requests for funds and/or events that are not affiliated with a club should be made directly to the E-Board. The student or group of students must submit a completed Student Activity/Event Approval Form (available online at the respective campus Student Life page) to the SGA Office to be placed on the agenda by close of business two (2) business days prior. The student or group of students must attend the designated E-Board meeting to formally present their request before the E-Board.

504.3 SGA Business Meetings

504.3.1 Schedule & Frequency

SGA Business meetings must be held on campus and should be held at regularly scheduled times no less than twice a month during the fall and spring semesters. Business meetings must be advertised to the campus student body, staff and faculty through all available campus publicity outlets. Meeting day, time and location will be largely based upon E-Board availability as officer attendance is mandatory.

A semester meeting schedule will be finalized by the SGA Secretary in conjunction with the Student Life Coordinator. This meeting schedule will be disseminated to the campus no later than the second week of the semester.

In the rare event a SGA Business meeting must be canceled, notification should be sent to all Club Presidents and Sponsors as soon as possible. Notification should also be given to the entire campus through all available media outlets. It is up to the discretion of the SGA E-Board and Student Life Coordinator whether or not to reschedule a canceled SGA Business meeting.

504.3.2 Voting Membership

Each E-Board officer is an official voting member. Each recognized club will have voting privileges at all SGA Business meetings. Each club must send one (1) voting members to each official SGA Business meeting.

Guests may be present, but only E-Board officers and club representatives may vote on official SGA business outlined in the agenda. The SGA President will only cast a vote in the event of a tie. Should the SGA President wish to document the consensus of all students in attendance at the meeting in an effort to show support for or against a particular issue or request, a "vote of confidence" may be taken in addition to an official E-Board/club representative vote where all

students present may cast an unofficial vote.

All official votes and votes of confidence must be recorded in the meeting minutes. It is the responsibility of the SGA Secretary to ensure that votes cast and recorded match the attendance record for the meeting. Recorded votes should be reviewed carefully for accuracy before prior meeting minutes are approved at each meeting.

In order to conduct official business a quorum of simple majority (50% plus one) of the total voting membership must be present. The establishment of quorum should be verified and recorded by the SGA Secretary after taking meeting attendance and then documented in the meeting minutes.

504.3.3 Attendance Policy

E-Board officer, student ambassador, and club representative attendance is mandatory for all SGA Business meetings unless excused by the Student Life Coordinator. The effectiveness of SGA Business meetings depends on active club participation and consistent club representative attendance. Attendance will be taken at all meetings and recorded in the minutes.

- If a club representative knows in advance that he/she will be unable to attend the SGA Business meeting, he/she should, prior to the meeting, notify their Club Sponsor(s) and the Student Life Coordinator. Every effort should be made to find an alternate club representative to attend the meeting. If an alternate club representative cannot be found the club will receive an excused absence in the meeting minutes.
- If no club representative attends the scheduled SGA Business meeting and no notification is given prior to the meeting, the club will be marked with an unexcused absence in the SGA minutes.
- When a club accumulates three unexcused absences the SGA Secretary will notify the SGA President, Student Life Coordinator, campus Associate Provost and Provost and the club will be automatically deactivated. Attendance records are viewed in the context of the full year and absences do not reset at the start of the spring semester.
- Any club deactivated for non-attendance at SGA Business meetings will not have voting rights, be able to schedule activities or request funding until the club completes the proper reactivation process and documentation and is granted official recognition by the E-Board, Student Life Coordinator, campus Associate Provost and Provost.

Any exceptions to the Attendance Policy specified above must be granted by the campus Associate Provost and Provost.

504.3.4 Club Requests

All club funded and non-funded events, activities, travel, etc. must be presented for approval at an SGA Business meeting.

To be placed on the agenda for the SGA Business meeting, the club must submit a completed Student Activity/Event Approval Form, club meeting minutes showing a vote of approval, the club's current agency account balance and allocations, and any additional required documentation (i.e. travel or fundraising) to the SGA Office no later than close of business two

(2) business days prior to the scheduled Business meeting. The club representatives must be present at the SGA Business meeting in order to formally present the request and address any questions or concerns. If a club representative is not present the request will not be brought forth for consideration or vote and will be placed on the following SGA Business meeting agenda.

No purchasing transactions or advertising of any kind may take place until full approval has been granted by the SGA, Student Life Coordinator, and appropriate administrators at the campus and/or district levels. If spending is found to have taken place prior to full approval being received as outlined above, the club will be asked to return all items purchased and the Sponsor may lose privileges for making SGA related purchases with his/her College PCard. Tentative/provisional planning efforts may take place while awaiting full approval.

504.4 SGA Town Hall Meetings

504.4.1 Purpose

The SGA may call Town Hall meetings to promote student involvement and create an open forum where all students will be able to voice their opinions and bring awareness to student issues.

504.4.2 Schedule & Frequency

SGA Town Hall meetings will be called as needed and must be held on campus. Town Hall meetings must be advertised to the campus student body, staff and faculty through all possible campus publicity outlets for a minimum of one (1) week prior to the scheduled meeting date. Meeting day, time and location will be largely based upon E-Board availability as officer attendance is mandatory.

504.4.3 Voting Membership

No voting shall take place at Town Hall meetings as their purpose is strictly to serve as an open forum. Any requests that result from the student discussion which takes place should be presented by interested student(s) to the E-Board at an upcoming E-Board meeting.

504.4.4 Attendance Policy

E-Board officer attendance is mandatory at all called Town Hall meetings unless an excuse is granted by the Student Life Coordinator prior to the meeting.

504.5 SGA Special Meetings

504.5.1 Purpose

SGA Special meetings may be called by the SGA President or Student Life Coordinator on the rare occasion that urgent business must be conducted by the E-Board that cannot wait for the next regularly scheduled E-Board meeting.

504.5.2 Schedule & Frequency

SGA Special meetings will be called as needed and must be held on campus. Special meetings must be advertised to the campus student body, staff and faculty through all possible campus publicity outlets as soon as possible. Meeting day, time and location will be based upon E-Board availability as officer attendance is mandatory.

504.5.3 Voting Membership

See section 504.2.

504.5.4 Attendance Policy

E-Board officer attendance is mandatory at all called Special meetings unless an excuse is granted by the Student Life Coordinator prior to the meeting.

504.6 SGA Meeting Logistics

504.6.1 Robert's Rules of Order

All SGA related meetings will be conducted in an orderly manner in accordance with proper etiquette and following the latest edition of *Robert's Rules of Order*. It is the responsibility of the SGA Parliamentarian be familiar with and enforce *Robert's Rules of Order*.

504.6.2 Meeting Agendas & Minutes

An agenda will be provided to attendees at all SGA related meetings. The SGA President, working in conjunction with the Student Life Coordinator, is responsible for creating the agenda. The purpose of the agenda is to streamline the order of business conducted at the meeting.

The agenda should include the following items, which are, in turn, recorded in the minutes:

- Call to Order
- Attendance
- Approval of Previous Meeting Minutes
- Reports of Officers and Committees
- Unfinished Business / Requests
- New Business / Requests
- Open Forum
- Announcements
- Adjournment

Meeting minutes should reflect the basic outline of the agenda. The minutes are the official record of the events and actions of the meeting.

- Minutes should be distributed by the SGA Secretary via Titan email (not via a personal email account) to the Student Life Coordinator within two (2) business days of the

meeting. In turn, the Student Life Coordinator will make the minutes available to the e-board, club representatives and Club Sponsors, and the campus's administrative leadership.

- It is expected that all parties receiving meeting minutes will review them thoroughly prior to the next scheduled meeting.
- Any meeting attendee may request that one or more excerpts of the minutes from the last meeting be read in full, especially if he/she wishes to dispute something.
- A record of minutes for the academic year must be kept electronically and hard copy with the Student Life Coordinator and should be accessible in the SGA office.
- Any EFSC student, faculty, or staff member has access to SGA meeting minutes and may request them by visiting the SGA Office on their campus.
- Meeting attendance should be documented carefully in all meeting minutes to include first and last names of all attendees. Excused and unexcused absences should be documented in the minutes and documentation for excused absences should be maintained by the SGA Secretary and Student Life Coordinator.
- Minutes should be approved at the next business meeting provided quorum is met and established. If necessary, an amendment to the minutes should be requested at this time.
- The minutes should reflect all reports.
- Unfinished business is any item that is not finalized or is tabled at the previous meeting.
- New business includes items/issues that may require some discussion and/or action.

Meeting minutes may be requested to verify SGA activity. For example, the campus Associate Provost and Provost, the Vice President of Operations, or the Accounting department may request verification to justify expenditures or activity approval.

Section 600 – Student Clubs & Organizations

601 New & Reactivated Clubs

601.1 Club Charter/Reactivation Process

A new club/organization may be chartered anytime during the school year. The documents listed below must be completed and submitted to the Student Life Coordinator on the campus on which the new club is sought. All documents can be obtained from the campus Student Life page on the EFSC Website.

- ***Club Charter Approval/Reactivation form***
- ***Club Sponsor Agreement form***
 - If club will have co-sponsors a Club Sponsor Agreement Form is needed for each staff/faculty member.
- ***Constitution and Bylaws*** (writing guidelines available online)
 - If there is affiliation with a local, state, or national organization, the organization's constitution and by-laws must be included.

Once the Student Life Coordinator has received all documentation, the club will be placed on the next scheduled E-Board meeting agenda (section 504.2). At least one club member must attend the E-Board meeting to discuss the goals and objectives of the proposed club/organization and to answer any questions the E-Board may have. Club sponsor(s) are also encouraged to attend. Once the E-Board has received all necessary information a vote will be conducted for club recognition.

Upon receiving a vote of recognition from the E-Board and the Student Life Coordinator, the campus Associate Provost, Provost, Vice President of Academic Affairs and Vice President of Operations will review the charter/reactivation documents and give final approval. The Student Life Coordinator will notify the Club Sponsor(s) via email once the club has received approvals that the club has been officially recognized by the campus. From that time forward, and for as long as the club maintains official club status per the rules herein, the club becomes part of the voting membership at SGA Business meetings.

If a prospective club is not approved by the E-Board, it may appeal the decision to the campus Associate Provost and Provost.

601.2 Interim Period before Official Recognition

During the interim period before official recognition has been granted, potential club members are invited and encouraged to attend SGA Business meetings as observing, non-voting attendees. Permission to continue member recruitment may be approved on a provisional basis through the Student Life Coordinator, campus Associate Provost and Provost by submitting a completed Student Activity/Event Approval Form (available online at the respective campus Student Life page). Potential club/organization presence is encouraged at all SGA sponsored activities, such

as Campus Kickstart and Club Rush. These are ideal opportunities for recruiting club members.

Potential club members may meet on a provisional, informal basis, but as interested students only; no events, activities, fundraising or funding requests may be conducted/submitted until official club recognition has been granted.

602 Equal Opportunity

All club/organizations will adhere to the EFSC policy statement of non-discrimination equal access/equal opportunity (EFSC PM Sec. 302.1). A statement of equal opportunity within club membership should be included in the club's constitution and bylaws.

603 Club Benefits & Responsibilities

All officially recognized campus clubs/organizations afford the following benefits and responsibilities:

603.1 Club Benefits

- The club/organization may use the College name for approved events/activities. The club must use its chartered name. Use of the College logo must be approved by the EFSC Communications Office.
- The club/organization may work with the Office of Student Life to develop effective strategies for recruiting members on campus and through appropriate media channels.
- The club/organization has representation and voting privileges at the SGA Business meetings.
- The club/organization may receive a small amount of start-up money at the start of each year to assist in beginning projects and initiatives for the year.
- The club/organization may conduct approved fundraising activities and request additional SGA funding once their designated start-up money has been spent.

603.2 Club Responsibilities

- All clubs must adhere to their constitution and bylaws, the Student Activities Handbook and Constitution, the Student Code of Conduct and College policies and procedures related to Student Life.
- Club representation and attendance is mandatory at SGA Business meetings (section 504.3) as well as semester Campus Kickstart and Club Rush events.
- All club activities, events, and fundraisers, whether funded or non-funded, must be submitted for approval at an SGA Business meeting using the appropriate forms as outlined in sections 200 and 300. The activity may not take place until the club/organization has been notified full approval has been granted. While waiting for approval notification clubs may make tentative plans but no purchases or advertising may occur until full approval is granted.
- All clubs must submit a Semester Status Report Form (available online at the respective

campus Student Life page) to the Student Life Coordinator within three (3) weeks following the semester Campus Kickstart/Club Rush event.

- All clubs must submit an up-to-date electronic constitution and bylaws to the Student Life Coordinator. The SGA Parliamentarian will review all constitutions and bylaws and notify the Student Life Coordinator of any potential issues.
- All club meetings should be scheduled on campus. Any off campus meetings must receive prior approval by the Student Life Coordinator, campus Associate Provost and Provost.
- All clubs must submit to the Student Life Coordinator an attendance roster, treasurer/budget report and copy of minutes for all meetings held throughout the year within one week of each meeting. Failure to provide this documentation may result in club deactivation.
- All clubs/organizations are strongly encouraged to sponsor at least one (1) event or activity for students during the academic year. Clubs may collaborate on projects and events that mutually align with their individual club missions and goals.

603.3 Student Code of Conduct

All recognized clubs/organizations must adhere to the Student Code of Conduct, which is published each year in the Student Handbook and College Catalog, and is available online; check online for the most recent version. All students will adhere to the Code as written and should be especially familiar with College policies against hazing, gambling, consumption or possession of alcohol, and consumption or possession of illegal substances.

Violations of the Student Code of Conduct will result in suspension of club membership and will result in disciplinary action by the campus Associate Provost.

604 Club Sponsor

All campus clubs are required to have a Club Sponsor who is a full-time staff (exempt status) or full-time faculty member employed by Eastern Florida State College. Club sponsors (or their designee as approved by the appropriate EFSC VP) must be present at all club meetings and activities. While Club Sponsors should assist club members, it is not their responsibility to manage the clubs. Sponsors should help facilitate club business and foster ownership and responsibility by the student members of the club.

In addition to their club's constitution and bylaws, Club Sponsors should be familiar with the Student Activities Handbook, SGA Constitution, the Student Code of Conduct and official College policies and procedures that relate to Student Life. Faculty members serving as Club Sponsors should consult the Collective Bargaining Agreement regarding stipends and/or other provisions relating to service as sponsors, if applicable. All of these documents are available on the EFSC website and in the SGA Office. Club Sponsors will collaborate with the Student Life Coordinator and the campus Associate Provost and Provost on all club activities.

604.1 Approval of Sponsor

All full-time staff (exempt status) or full-time faculty members may be eligible to serve as club sponsors provided they receive approval from their direct supervisor, the campus Associate Provost, campus Provost, and Associate Vice President of Enrollment Management. A club may have co-sponsors if they desire—provided approval is granted by their direct supervisor, the campus Associate Provost, Provost, and Associate Vice President of Enrollment Management.

604.2 Sponsor Stipends

Full-time faculty should consult the current Collective Bargaining Agreement.

Sponsor stipends will be distributed per semester provided the sponsor fulfills all duties detailed within the *Club Sponsor Agreement* (available online at the respective campus Student Life page) which is signed and submitted to the Student Life Coordinator, typically at the start of a fall term. If a club is newly formed or reactivated during the school year, the stipend will be prorated accordingly. If a club has more than one approved sponsor, the stipend will be distributed between the eligible sponsors.

604.3 Changing Sponsors

In the event that a Club Sponsor(s) can no longer fulfill his or her duties to the club, the club President shall meet with the Student Life Coordinator and the campus Associate Provost to determine the best course of action in finding a replacement. During the period of time when the club is without a Club Sponsor, no meetings or activities shall take place. The club representative will also not be able to vote at SGA Business meetings until a new Club Sponsor is in place.

604.4 Administrative Removal of Club Sponsor

The campus Associate Provost and Provost have the authority to administratively remove a Club Sponsor from his or her Sponsor position if it is determined that the sponsorship is adversely impacting the employee's primary duties, the overall success of the club, or the SGA as a whole. If the Club Sponsor is a full-time faculty member, the removal will be facilitated by the supervising administrator in accordance with applicable rules, if any, as set forth in the current Collective Bargaining Agreement.

604.5 Sponsor Presence

Clubs are subject to sponsor guidance. Sponsors (or approved designee) must be present for all club activities, meetings and events. If the sponsor (or approved designee) is not available, meetings, events or activities must be rescheduled.

604.6 Responsibility of Members to Club Sponsors

The following are responsibilities of club members to their sponsor(s). Club members must:

- plan all activities, events and meetings when the sponsor (or approved designee) is able to

- attend.
- communicate outside of meetings as necessary to update sponsor(s) about progress of delegated tasks and projects.
- ask the sponsor for his or her opinion/advice when problems arise or clarification regarding SGA or College policy is needed.
- provide a report of information provided at SGA Business meetings if sponsor(s) do not attend.
- address any conflicts or concerns directly with sponsor(s) in an effort to resolve problems internally prior to seeking assistance from the Office of Student Life.
- show respect and courtesy to sponsor(s) (or approved designee) at all times.
- recognize that the sponsor's primary commitment is to his or her work as a staff or faculty member at EFSC. Students must take responsibility for the success of their club and its activities. Club sponsor(s) are strictly involved to supervise, assist and guide students in their efforts.

604.7 Responsibility of Club Sponsors to Members

The following are responsibilities of the club sponsor(s) to their members:

- Provide sound advisement to club by being familiar with the club's constitution and bylaws, Student Activities Handbook, SGA constitution, Student Code of Conduct and College policies relating to club activities.
- Complete appropriate tasks on behalf of club in a timely manner (submit maintenance work orders, purchase—or request the purchase—of needed supplies, etc.).
- Chaperone approved club travel and assist in completing necessary paperwork.
- Attend club sponsor meetings and training opportunities and provide policy and procedure updates from the Office of Student Life.

605 Club Membership & Active Status

605.1 Minimum Standards for Active Status

- Clubs must maintain a membership of no less than ten (10) currently enrolled students, which may also include officers.
- Club members must be registered full or part time during the term of membership.
- Club members may include students from any EFSC campus, but the clubs themselves are officially recognized by and originate from a particular campus.
- Club members must be in good academic standing with the College during the term of membership, having an overall (cumulative) GPA of 2.0 or higher. When a student falls below a 2.0 GPA, it is generally believed that the extra responsibilities incurred through student activities may further jeopardize academic progress. As a result, the student is ineligible for club participation and can no longer attend meetings or participate in club activities. Any exception to the GPA rule must be approved by the campus Associate Provost and Provost in conjunction with the Student Life Coordinator and Club Sponsor(s).
- Clubs may impose higher GPA requirements upon their members if such is required by

their constitution and bylaws and is consistently practiced by their chapter.

- Clubs must send at least one (1) club representative to every SGA Business Meeting.
- Clubs must hold formal meetings at least once per month.

605.2 Club Officer Eligibility

- To be eligible to run for a club officer position, students must have earned at the time of elections an overall GPA of 2.5 or higher (to be verified by the Club Sponsor). Once elected, club officers must maintain a minimum 2.5 cumulative GPA to remain in office.
- Club officers must be enrolled on the campus from which their club originates.
- Club officers may be members of other clubs, but, to avoid a conflict of interest, officers may not concurrently hold officer positions in the SGA or in another campus club. Any exceptions to this policy must be granted by the campus Associate Provost or Provost in conjunction with the Student Life Coordinator.
- Approved clubs/organizations will hold elections as outlined in their respective constitution and bylaws.

605.3 Semester Club Status Reports

Semester *Club Status Reports* are used to verify active clubs on campus and determine the official voting membership at SGA Business meetings each semester.

All club officers and members should be listed on the report form. Additional sheets of members should be attached if necessary. It is essential that all members are included so that the Student Life Coordinator can accurately verify student eligibility for club participation each semester. Club sponsors should identify new members who join during the semester on submitted meeting attendance rosters so that club member eligibility can be verified.

The semester *Club Status Report* can be found on the campus Student Life page on the EFSC website. Report forms are due three (3) weeks (unless an exception is made by the Student Life Coordinator and approved by the Associate Provost) after the semester Campus Kickstart event and should be submitted to the Student Life Coordinator. Failure to submit a semester *Club Status Report* by the published deadline may result in club deactivation.

605.4 Club Constitution & Bylaws

Active clubs must provide, on an annual basis, an accurate and up-to-date electronic copy of their constitution and bylaws to the Student Life Coordinator. These documents should be submitted at the same time as the fall semester *Club Status Report* (no later than three (3) weeks after the semester Campus Kickstart event). These documents are required even if no substantial changes have occurred.

605.5 Student Life Recruiting Events – Campus Kickstart & Club Rush

The Office of Student Life will host a Campus Kickstart and Club Rush event each semester to which all EFSC students, faculty, and staff are invited. These events will be primarily planned by the Student Life Coordinator in conjunction with the SGA E-Board.

Overall, these events are a recruiting activity meant to bring attention to the different clubs and organizations available to students. Club attendance is mandatory at these events. Every effort to advertise the active campus clubs and the process to begin new clubs should be utilized at these functions.

606 Club Meetings

606.1 Scheduling Logistics & Meeting Frequency

Clubs must schedule meetings at a time the Club Sponsor(s) can attend. Every effort should be made by the club to schedule meetings and activities on dates and times that accommodate as many club members as possible.

Clubs must meet on a monthly basis at minimum, but are strongly encouraged to meet more frequently. Club meeting dates, times and location must be noted on the Semester Club Status Report each semester. Clubs must advertise their meeting dates, times and locations to the campus student body and clubs are responsible for their own publicity. Clubs should speak with the SGA Vice President and Student Life Coordinator if advertising assistance is needed.

Clubs are encouraged to set their goals and major activities early in the year and to continuously refine those goals into clearly defined meeting agendas throughout the year. It is expected that club meetings will be conducted by parliamentary procedure using the most current edition of *Robert's Rules of Order*. Club meeting times are not appropriate to do the work required to host an event or activity.

606.2 Submission of Club Meeting Records

An attendance roster, agenda and copy of meeting minutes (including a treasurer/budget report) should be submitted electronically to the Student Life Coordinator by the Club Sponsor(s), Club President or Club Secretary no later than one (1) week after a club meeting has taken place. Failure to submit these documents in the timeframe requested may result in club deactivation.

606.3 Use of Campus Facilities

Requests for the use of College facilities should be submitted by the Club Sponsor to the Facilities Coordinator on each campus to schedule room use. Students will not be allowed access to reserved campus space without the Club Sponsor's presence and should be prepared to present their EFSC Student ID to Campus Security upon request in order to verify scheduled facility use. Campus Security may ask students to leave any building or room when authorization has not been given. Clubs should take special care to leave reserved campus facilities in the same condition as they are found.

607 Participation at SGA Business Meetings & Voting Rights

Campus SGA clubs are included in the official membership of the SGA and are afforded voting rights at every SGA Business meeting. See section 504.3 for more detailed information.

608 Inactive Status & Reactivation Process

608.1 Inactive Status

When there is inadequate activity (See section 305.1) by a club during the semester, the club will automatically be assigned inactive status, preventing any remaining members from meeting, hosting events, traveling, or requesting funds. Inactive status will be determined by the Student Life Coordinator, campus Associate Provost and Provost after reviewing attendance records, SGA Business meeting minutes and other supporting documentation. The SGA Club Sponsor(s) will be notified of inactive status via email by the Student Life Coordinator.

608.2 Reactivation Process

Once a club has been assigned inactive status it must apply for reactivation by following the process outlined in section 601.

609 High Risk Clubs

Certain high risk activities, such as scuba diving and sky diving, are not well suited for a student club. The SGA, Student Life Coordinator and administrators at the campus and district levels will not entertain requests to recognize such high risk clubs which may bring harm to student participants.

610 Club Finances

All clubs must take responsibility for their own finances and must be prepared to finance, via funding requests to the SGA during scheduled Business Meetings and, if approved, via fundraising activities, any and all activities they initiate, including travel. Please review section 400 for more details regarding the use of student activity fees, club finances and fundraising.

610.1 Club Start-up Money

Each year all active clubs may receive a small amount of start-up money to serve as a starting point to finance club projects, events and activities including fundraising efforts. The amount of start-up money, if any, will be determined each year based on the overall approved budget. The Student Life Coordinator from each campus will establish a recommended amount for each year's start-up money to be approved collectively by the Associate Provosts.

If start-up money is available, each club on each campus will receive the same amount of start-up money at the start of the year. A contingency fund should be set aside for the purpose of providing start-up money to any new clubs which may start/reactivate during the year.

Depending upon when a new club is started/reactivated, the amount of start-up money received may be prorated.

Clubs must present a request for use of start-up money to the voting membership at an SGA Business meeting and receive approval prior to using the funds.

611 Club Property & Supplies

611.1 Management & Storage

It is the responsibility of the club to manage and store its inventory of property and supplies. Clubs should maintain a simple record of their unique inventory to ensure items are not lost or stolen and that they are properly cared for. To ensure proper College protocol is followed, clubs should work closely with the Student Life Coordinator to dispose of any items that are broken, unused and/or no longer wanted or needed. Disposal of items by a club should be tracked and documented as directed by the Student Life Coordinator.

611.2 College Inventory Items

The Student Life Coordinator, working in conjunction with the campus Associate Provost and Provost, is responsible for any and all items that are inventoried (“A-tagged”) by the College.

611.3 Disbanded Clubs

In the instance that a club disbands, its inventory will revert to the SGA and the Office of Student Life. The Student Life Coordinator will work with the campus Associate Provost and Provost to determine the best course action regarding all property and materials received.



Eastern FloridaSM
STATE COLLEGE
Student Government Association

**Student Government
Association
Constitution & By-Laws**

Rev. 7-18-17

EFSC Student Government Association Constitution

Section 100 – Student Governance

100 Preamble

We, the students of Eastern Florida State College (hereinafter EFSC), in order to establish better relations and communication between students, administration, and faculty; to provide avenues for input in institutional decision making; to advance leadership and scholarship; to promote student academic retention; to create a feeling of unity among all students and to stimulate and develop school spirit, do hereby establish this constitution for the Student Government Association of EFSC. The name shall be the Student Government Association (hereinafter SGA).

101 Philosophy of Student Governance

There is a unique and ongoing relationship between college, students, and community. As the College strives to fulfill its mission to “engage our diverse population in quality, accessible learning opportunities which successfully meet individual and community needs,” so too does the College acknowledge the manifest position of students within the collegiate setting as both members of the community in which they live as well as members within the College community as participants in the academic process.

Given the rich diversity of the student population of Eastern Florida State College, in all aspects from social, academic, cultural, and beyond, the College values the inherent need of students to participate in their own social and professional development with their desire to:

- a) Form groups and organize activities which will best develop both the uniqueness and commonality of student pursuits.
- b) Elect leadership from among their peers to represent students’ interests.

102 Declaration of Name

Thus, Eastern Florida State College recognizes the necessity of students to form a body of governance to represent the voice of their peers and this body will be known as the Student Government Association, hereinafter SGA.

103 Declaration of Structure

The SGA will represent all registered students of Eastern Florida State College. All students regardless of age, race, gender, sexual orientation, religion, national origin, race, political affiliation, marital status, veteran status, or physical or mental disability will have an equal opportunity for representation under this student government. (EFSC PM Sec. 200.1). Students will be represented by their elected campus Executive Board (E-Board), of which no member may be dual enrolled in high school.

All organizations, clubs, councils and committees affiliated with the SGA will function, be composed of, and select officers in accordance with their governing constitution/bylaws, the SGA Constitution and the SGA Bylaws.

104 Declaration of Purpose

The purpose of SGA will be to serve as a liaison between the students, administration and faculty and to provide for and encourage active student participation in school affairs as well as to assist in the establishment and maintenance of conditions conducive to student success, student learning, student retention and an enriched extracurricular environment.

As a recognized body of student governance operating under the guidance of the respective campus Student Life Coordinator, Associate Provost and Provost, the Student Government Association accepts responsibility for the following:

- Serving as the official voice of the campus student body.
- Providing a forum for students to express their questions, concerns and ideas.
- Supporting and governing all student organizations and clubs.
- Encouraging increased student activity through the development of new student organizations by approving newly organized clubs.
- Approving student sponsored activities, including student group travel.
- Recommending eligible students to serve as voting members of college-wide or special committees.
- Representing College standards both on and off campus. As elected officers, members of the E-Board should always be mindful that they are representatives of the College.

105 Acknowledgement of Unique Campus Cultures & Needs

The SGA Constitution and By-Laws serve as the standard operating guidelines for all campus SGA's. However, the College recognizes that the student body population and culture is not the same on every campus. In light of this recognition, a campus's SGA may make a recommendation to its Student Life Coordinator to modify its execution of procedure to better suit and serve campus-specific needs. Any recommendations of this nature must be approved by the campus Associate Provost and Provost.

EFSC Student Government Association Constitution

Section 200 – Composition of SGA Leadership

The SGA serves as the governing body over all approved student clubs and organizations on campus.

200 SGA Executive Board

SGA is a composite organization representing student interests including all student sponsored activities, student representation on various college-wide committees and initiatives, and the special interest organizations through recognized clubs.

The primary responsibility of the SGA E-Board is to manage the business of the SGA on its respective campus. The SGA E-Board is tasked to consider, diplomatically and objectively, the interests of all campus parties. The E-Board facilitates the official processes defined in this Constitution through the appropriate forms and procedures. The E- Board works collaboratively with the Student Life Coordinator to ensure both the spirit of the proposed activity/group is achieved while maintaining the best interests of the individual campus and the College as a whole.

Executive power will be vested in the SGA officers. These officers will be known as the E-Board. The E-Board officers elected by each campus constituency will be:

- President
- Vice President
- Secretary
- Treasurer
- Parliamentarian

201 E-Board Officer Descriptions & Duties

201.1 SGA President

The SGA President is responsible for leading all formal meetings within the SGA organization and serving as the SGA representative on campus and college-wide committees as requested. As a result, the President will have the opportunity to work with various segments of EFSC's organization such as campus and college level administration, staff, faculty and approved community organizations in addition to the Office of Student Life. The President's duties include, but are not limited to the following:

- Serving as Chair of all E-Board meetings and SGA Business meetings; Calls additional meetings as necessary (Note: In accordance with the SGA Constitution, the SGA President will only vote in case of a tie).
- Working with the E-Board and Student Life Coordinator to create agendas for all meetings.
- Working with Student Life Coordinator to set dates for all SGA related meetings.
- Receiving and managing all Student Activity/Event Approval Forms and supporting documentation for SGA and Club related activities and funding requests.

- Delegating tasks and creating special committees as appropriate to ensure the timely completion of directives.
- Serving as liaison between Student Government Association and Administration
- Providing support to fellow SGA officers; serving on committees and completing delegated tasks in a timely manner.
- Actively contributing ideas, thoughts, feedback, etc. on all SGA related activities, events, student concerns, and funding requests.
- Upholding and abiding by the SGA Constitution and the EFSC Student Code of Conduct.

201.2 SGA Vice President

The Vice President is responsible for all publicity and promotional efforts within the SGA organization and will work closely with the SGA President, Student Life Coordinator and campus clubs and organizations in this regard. Some of the Vice President's duties include, but are not limited to the following:

- Attending all SGA E-Board and Business meetings as scheduled and voting in such a way as to represent the best interests of the student body.
- Managing the publicity and promotion for all SGA events and activities in collaboration with the Student Life Coordinator (i.e. social media, emails, flyers, creative advertising and website).
- Planning initiatives to promote and advertise the SGA, as well as recommend all promotional related materials for SGA.
- Working closely with the Student Life Coordinator, campus Provost and Associate Provost to coordinate the distribution of SGA information.
- Maintaining and managing all SGA designated bulletin boards, TV screens and display areas to ensure information is accurate.
- Assisting student clubs and organizations with the publicity of their events as appropriate (all clubs are responsible for their own promotion and publicity efforts).
- Providing support to fellow SGA officers; serving on committees and completing delegated tasks in a timely manner.
- Actively contributing ideas, thoughts, feedback, etc. on all SGA related activities, events, student concerns, and funding requests.
- Upholding and abiding by the SGA Constitution and the EFSC Student Code of Conduct.
- Serving as proxy in the absence of the SGA President.

201.3 SGA Secretary

The SGA Secretary is responsible for all internal communications and record keeping within the organization. The Secretary's duties include, but are not limited to the following:

- Attending all SGA E-Board and Business meetings as scheduled and voting in such a way as to represent the best interests of the student body.
- Publishing the agenda for each SGA E-Board and Business meeting as received from the SGA President and submit it to all representatives prior to each meeting.
- Taking minutes at all E-Board and Business meetings and distributing them via e-mail within two (2) business days of the meeting to all SGA members and attendees.
- Maintaining hard copy and electronic meeting agendas and minutes within the SGA

Office for all E-Board and Business meetings throughout the year.

- Creating contact list for all E-Board members and managing the e-mail distribution list.
- Maintaining a hard copy sign-in sheet for all SGA related meetings and compiling accurate attendance records and reports for Student Life Coordinator.
- Completes a Post Event Summary Report for all SGA sponsored events and activities.
- Providing support to fellow SGA officers; serving on committees and completing delegated tasks in a timely manner.
- Actively contributing ideas, thoughts, feedback, etc. on all SGA related activities, events, student concerns, and funding requests.
- Upholding and abiding by the SGA Constitution and the EFSC Student Code of Conduct.
- Serving as proxy in the absence of the Treasurer.

201.4 SGA Treasurer

The SGA Treasurer is responsible for overseeing the budget and money related issues within the SGA in collaboration with the Student Life Coordinator. The Treasurer's duties include, but are not limited to the following:

- Attending all SGA E-Board and Business meetings as scheduled and voting in such a way as to represent the best interests of the student body.
- Assisting Student Life Coordinator in maintaining all budget proposals and requests for funds within the SGA office.
- Assisting Student Life Coordinator in tracking SGA budget throughout the year.
- Providing up to date and accurate Treasurer Report at all SGA E-Board and Business meetings.
- Supervising all audits and taking care to provide safekeeping of all SGA financial documents, articles and records.
- Maintaining and tracking inventory of SGA office supplies and storage areas.
- Providing support to fellow SGA officers; serving on committees and completing delegated tasks in a timely manner.
- Actively contributing ideas, thoughts, feedback, etc. on all SGA related activities, events, student concerns, and funding requests.
- Upholding and abiding by the SGA Constitution and the EFSC Student Code of Conduct.
- Serving as proxy in the absence of the Secretary.

201.5 SGA Parliamentarian

The SGA Parliamentarian is responsible for being knowledgeable about the College's requested format for organization constitutions and structures. The Parliamentarian's duties include, but are not limited to the following:

- Attending all SGA E-Board and Business meetings as scheduled and voting in such a way as to represent the best interests of the student body.
- Maintaining and upholding the SGA Constitution.
- Reviewing all constitutions and bylaws for campus clubs and organizations and notifying the Student Life Coordinator of potential issues and/or errors.
- Maintaining up to date SGA and campus club constitutions and bylaws documents within the SGA Office (hard copy and electronic).
- Ensuring all SGA E-Board and Business meetings follow parliamentary procedures

according to the most recent edition of Robert's Rules of Order.

- Serving as time keeper at all SGA E-Board and Business meetings to ensure all meetings are conducted in a timely manner.
- Providing support to fellow SGA officers; serving on committees and completing delegated tasks in a timely manner.
- Actively contributing ideas, thoughts, feedback, etc. on all SGA related activities, events, student concerns, and funding requests.
- Upholding and abiding by the SGA Constitution and the EFSC Student Code of Conduct.
- The Student Life Coordinator will serve as proxy in the absence of the Parliamentarian (only in regard to enforcing Robert's Rules of Order and keeping time for meetings – no voting rights are transferred).

202 Student Life Ambassadors

Student Life Ambassadors are recommended by the Student Life Coordinator and approved by the Associate Provost. Up to five student ambassadors can be appointed for each campus. Students seeking to become a student ambassador may apply through the campus Office of Student Life.

- Ambassadors will commit to active participation as a Student Ambassador for the fall and spring semesters.
- Ambassadors will be enrolled in at least six (6) credit hours each semester in order to be eligible to serve as a Student Ambassador; a minimum of three (3) credit hours must be on the campus in which the Ambassador will serve.
- Ambassadors will abide by all College policies and procedures as identified in the Student Code of Conduct; any violation may be grounds for dismissal.
- Ambassadors will commit to assisting fellow students in pursuing their dream of higher education.
- Ambassadors will positively and professionally represent the College on and off campus.
- Ambassadors are expected to attend all SGA Business meetings to give input on matters of student interest unless otherwise approved by the Student Life Coordinator.
- Ambassadors are expected to participate in various leadership trainings and opportunities throughout the academic year.
- Ambassadors will commit to five (5) office hours in the Office of Student Life each week of the semester to provide student tours and assist with OSL/SGA initiatives and events.

203 Administrative Jurisdiction for the SGA & Student Life

203.1 Student Life Coordinator

The Student Life Coordinator serves as the SGA Advisor and works closely with all SGA sponsored activities and serves as the campus Associate Provost designee to the SGA.

As the SGA Advisor, the duties of the Student Life Coordinator include the following, but do not supersede the duties listed in the employee's job description:

- Verifying eligibility of all E-Board officers, Student Ambassadors, club officers and club members each semester.
- Verifying eligibility of students prior to approving travel requests.

- Ensuring that the provisions within this Constitution are enforced in all meetings and all activities relating to the SGA, on and off campus.
- Attending all SGA related meetings (attendance should be documented in meeting minutes).
- Ensuring Robert’s Rules of Order are followed at meetings in the absence of the SGA Parliamentarian.
- Maintaining detailed and accurate records of the SGA.
- Tracking all expenditures of the SGA and providing regular reports to the campus Associate Provost and Provost as requested.
- Ensuring appropriate SGA and EFSC business practices and procedures are followed.
- Purchasing supplies and materials needed for approved SGA-related campus activities and expenditures.

Although the Student Life Coordinator will have no voting rights, he/she will be recognized by the SGA President to discuss, debate, or advise on any matters under consideration at SGA related meetings.

203.2 College & Campus Administration

The campus Associate Provost and Provost must review and approve **all** SGA-related campus publications, expenditures, activities, events and travel. When appropriate, additional approval may be sought/required from district level College administration. This approval process will be executed in a timely manner so that student planning efforts are not negatively impacted.

However, to maintain efficiency and provide enough time for administrative review, requests and accompanying paperwork **MUST** be submitted per the timetables provided.

The campus Associate Provosts are the Financial Managers of their respective Student Activity Fund budgets and will work closely with the Student Life Coordinators to track budgetary expenditures throughout the year. Administrators at the campus and district level have the right to review SGA financial accounts and expenditures at any time and may formally request re-examination of how funds are being allocated.

When adverse circumstances warrant, the campus Associate Provost and Provost have the authority to take full charge of the SGA to ensure proper day-to-day functions and operations.

Administrators at the campus and district levels have the right to override and amend the SGA Constitution when it is deemed the document no longer aligns with College Policy as established by the President and the Board of Trustees, violates federal/state laws or College policies, adversely impacts the co-curricular development of the student body and/or student clubs/organizations or does not provide for the prudent use of student resources.

These administrators also carry veto authority for all clubs and activities which may harm the integrity of the College or put students at risk. The College President or designee has final approval authority on all constitutional amendments, bylaws, and regulations governing the SGA.

EFSC Student Government Association Constitution

Section 300 – E-Board Election Procedures

300 Election of E-Board Officers

The open election of SGA E-Board officers will be held electronically through myEFSC and the College website. All registered EFSC students are eligible and strongly encouraged to vote in SGA elections. The election will be held prior to the end of the spring semester each year.

Students interested in running for an E-Board position can pick up a Candidate Application Packet from their campus SGA Office. Election dates and Candidate Application Packets will be made available to the student body no later than the eighth week of the spring semester.

Completed packets must be submitted to the Student Life Coordinator by the published deadline in order for the candidate to be eligible for consideration.

300.1 Student Eligibility Requirements

To be eligible to run for an SGA E-Board Officer position a student:

- must be a currently enrolled EFSC student taking six (6) or more credit hours each semester (fall and spring) on the campus in which he or she is running for a position.
- must have the intentions of maintaining enrollment at six (6) or more credit hours during the fall and spring semesters on the campus in which he or she is running for a position.
- cannot be a dual enrolled high school student (includes Early Admission program students).
- must have achieved, at the time of election, an overall grade point average of **2.5 or better**. If candidate has no prior college coursework, the most recent high school cumulative GPA will be used.
- must maintain thereafter an overall grade point average of **2.5 or better**.
- cannot be President of another campus club or organization if elected for an E-Board office.
- must submit a completed Candidate Application Packet by the published deadline.
- must be able to commit 10-15 hours each week to elected position during the Fall and Spring semesters (includes meetings, office hours, events, travel, etc).
- must maintain professionalism on and off campus. Violations of the Student Code of Conduct may result in disciplinary action and removal from office.

If a candidate for office previously resigned or was impeached, the candidate must interview and receive approval from the Student Life Coordinator, campus Associate Provost and Provost for the student to be eligible to run for office again.

The submission of a completed Candidate Application Packet *does not* automatically guarantee

students the right to run for office. Eligibility requirements will be verified by the Student Life Coordinator. Any deviation from the eligibility requirements listed above must be discussed with and approved by the Student Life Coordinator, campus Associate Provost and Provost.

300.2 SGA E-Board Scholarship

All elected SGA E-Board officers will receive a scholarship for both the Fall and Spring semesters of their elected term of office. In the event an elected officer becomes unable to fulfill the requirements/duties of the position or is removed from the position, his or her scholarship will be revoked at the time of resignation/removal from office.

300.3 Term of Office & Running for Reelection

SGA E-Board Officers are required to serve a one (1) year term running from spring commencement until the spring commencement of the following year. Current SGA E-Board Officers may run for reelection under the following conditions:

- They must have served for a full year in their current SGA Officer position.
- They have the sincere expectation of being a student at Eastern Florida State College for the entire following academic year and fully expect to meet all eligibility criteria as detailed herein.
- They must submit a completed Candidate Application Packet by the published deadline.
- They may serve in the same officer position for a maximum of two (2) academic years—except for the office of the President, which has a one-term limit.
- The current SGA President may run for a different officer position.

Exceptions to any of these conditions may only be granted by the Student Life Coordinator, Associate Provost and Provost and must be granted prior to the published deadline for Candidate Application Packets.

300.4 E-Board Vacancies

In the event of SGA E-Board vacancies during the academic year, the Student Life Coordinator will consult with the Associate Provost to select replacements.

301 Oath of Office

“I solemnly swear (or affirm) that I will faithfully execute the office (Name of Office). I will act always in the best interest of Eastern Florida State College and will, to the best of my ability, preserve, protect and enforce the SGA Constitution of Eastern Florida State College.” Any elected or appointed officer will uphold the oath of office or will be dismissed from the SGA.

302 Impeachment of E-Board Officers

An E-Board officer may be removed from office only by the campus Associate Provost and Provost, typically upon *but not limited to*, the recommendation of three-quarter majority vote of the E- Board (including a vote by the President). The E-Board, in conjunction with the Student Life Coordinator, must make documented efforts to resolve conflicts and issues with the E-Board officer in consideration of impeachment prior to a vote for impeachment taking place. A vote for impeachment must be conducted openly at a publicized, regularly scheduled E-Board meeting.

Unless a letter of resignation is given, any E-Board officer will be impeached if he/she incurs three (3) unexcused absences, as determined and documented by the Student Life Coordinator , within the current academic year of appointment. Other actions that may result in impeachment include, but are not limited to, violations of the EFSC Student Code of Conduct and or the EFSC Student Government Constitution.

If an E-Board officer falls out of eligibility, or does not adhere to officer responsibilities, the officer may be removed by the campus Associate Provost and Provost without a vote for impeachment.

EFSC Student Government Association Constitution

Section 400 – College-Wide Committees

400 College-Wide Committees: Student Appointments

Eastern Florida State College may use college-wide committees to manage some of the primary functions of College business. By soliciting the involvement of students as voting members, students are able to play a major role in the management of the College (EFSC PM Sec. 103.5).

Being asked to serve on a committee is an honor, and students are asked to conduct themselves in a professional manner as a campus representative.

401 Student Responsibility to Committee Service

A short list of minimum requirements quickly determines whether or not a student is eligible for committee membership; however, students must be able to commit themselves to the responsibility of service. Most committees listed below will only convene once an academic year and a few others will meet only once or twice a semester. If a student is asked to serve, that person should make every attempt to participate by making prior arrangements with work or with other established obligations in order to attend. It is an honor to be recommended.

401.1 Eligibility Requirements

The following is a list of student eligibility requirements to serve on college-wide committees:

- The student must be in good standing (not under any campus or civil probation).
- The student must have a minimum cumulative GPA of 2.0.
- The student must be registered part-time or full time (at least 6-12 credit hours).

401.2 Post-Committee Service Report

Within a reasonable amount of time, usually within one week, students are asked to present a short informative report of their experience to share with other SGA members. As the student's experience and knowledge of the College increases, the committee experience will help other SGA members in their understanding of the College.

402 Student Activities Council

The composition and processes of the Student Activities Council for Student Activity Budget formulation are established in the EFSC [Procedures Manual](#). (EFSC PM Sec. 427).

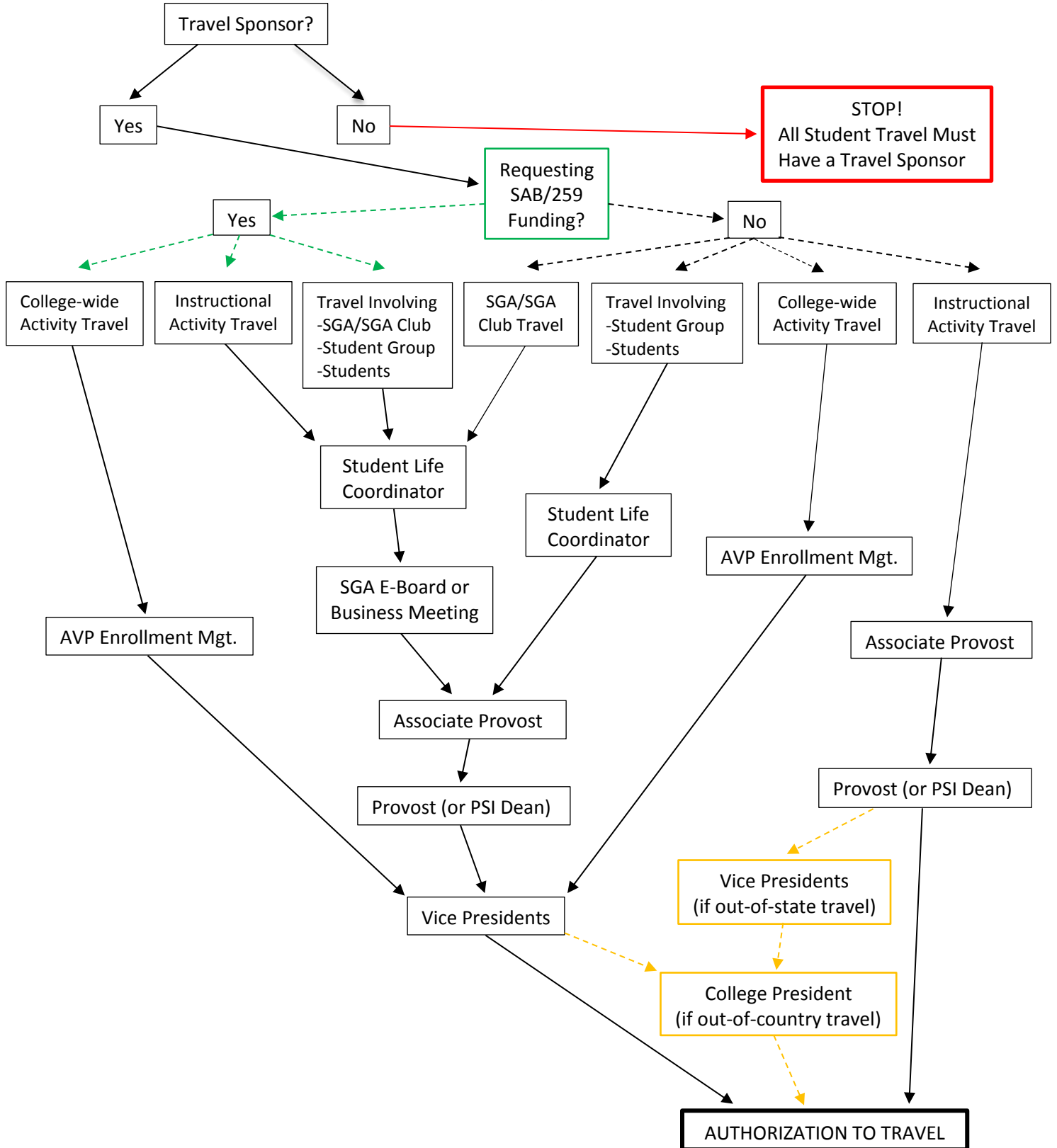
EFSC Student Government Association Constitution

Section 500 – Constitutional Amendments

A recommendation to amend the SGA Constitution may be proposed at the SGA Business meetings. After review by the SGA E-Board, proposals to amend the SGA Constitution must be ratified by simple majority of the active, elected membership at the SGA Business meeting. If the recommendation is enacted, the recommendation is submitted to the Student Life Coordinator who will review and provide the recommendation to the campus Associate Provost and Provost for College-wide SGA and administrative review and approval. The Constitution & By-Laws shall be amended only once per academic year.

Appendix B

Student Travel Approval Process



Appendix C

Student Life Activity, Event, and Travel Forms & Documents

All Student Travel:

- Driver Eligibility Request Form (EFSC Document Center)
- Overnight Student Travel Log
- [Student Travel & Reimbursement Form](#)
- [Student Travel Assumption of Risk, Release and Hold Harmless Agreement](#)

Under 18 Travel:

- [Acknowledgement of Responsibility for Minor Student Travel Agreement](#)

Student Activity Budget/259 Funded Student Life Activities:

- Conference Agenda
- [Activity Post Event Report](#)
- [Student Activities Request](#)
- Travel Addendum

Student Government Association:

- [Club By-Laws Guide](#)
- [Club Sponsor Agreement](#)
- [Club Status Report](#)
- [New/Reactivated Club Charter](#)