Student Activities Handbook

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Clubs & Organizations

Overview of Clubs & Organizations

Clubs and organizations at Eastern Florida State College both operate under the same procedures outlined in this handbook. The only difference is that organizations are affiliated with a state, national, or international association through an official charter and function as local chapters of that association. As such, interested students may apply for membership through the organization, but must meet the association's requirements for acceptance. Membership in clubs, on the other hand, is open to all EFSC students maintaining a 2.0 GPA or higher.

Clubs and organizations will be referred to as "clubs" hereafter since they adhere to the same guidelines.

Starting & Reactivating Clubs

Step 1: Prepare Documentation

A new club be chartered anytime during the fall and spring semesters. 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.

- ***New/Reactivated Club Charter***
- ***Club Sponsor Agreement***
    - o In the case of multiple sponsors, a Club Sponsor Agreement must be completed for each one. See Club Sponsor for more information.
- ***Constitution and Bylaws*** (writing guidelines available online)
    - o If there is affiliation with a local, state, national, or international association, the association's constitution and bylaws must be included.

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 administration will not entertain requests to recognize such high-risk clubs which may bring harm to students.

Step 2: Present to SGA

Once the club paperwork is submitted, the club will be placed on the next scheduled SGA E-Board meeting agenda. At least one club member must attend the E-Board meeting to discuss the goals and objectives of the proposed club and to answer any questions. 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.

If a prospective club is not approved by the SGA E-Board and/or Student Life Coordinator, the decision may be appealed to the campus Associate Provost.

Important: 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.

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

Step 3: Administrative Review

Upon receiving a vote of recognition from the E-Board and the Student Life Coordinator, the campus Associate Provost, campus Provost, and Associate Vice President of Academic Affairs will review the charter documents for final approval. The Student Life Coordinator will notify the Club Sponsor(s) via email once the club is officially recognized as active. From that time forward, the active club becomes part of the voting membership at SGA Business meetings.

Maintaining Active Club Status

Minimum Standards for Active Status

Clubs must maintain the following minimum standards. Failure to comply may result in club deactivation.

- Have at least ten (10) currently enrolled students as members. Members must maintain an overall GPA of 2.0 or higher.
- Send at least one (1) club representative to every SGA Business meeting. Three unexcused absences over the entire academic year will result in club deactivation.
- Hold at least one formal meeting per month and send the meeting records to the Student Life Coordinator. See Club Meetings for more details.
- Have a Club Sponsor present at all meetings and activities.
- Attend the Fall and Spring Welcome Back and Club Rush events.
- Every Fall: Follow Steps 1-3 with updated documentation to Reactivate club status each year.
- Every Spring: Submit a **Club Status Report** to the Student Life Coordinator by the established deadline.
- Adhere to the EFSC Equal Opportunity statement (EFSC Procedures Manual Section 302.1).
- Adhere to the Student Code of Conduct.

Inactive Status & Reactivation

When clubs fail to meet the minimum standards for active status, the club will automatically be deactivated. This prevents the club and its members from meeting, hosting events, traveling, or requesting funds. The Club Sponsor(s) will be notified of inactive status via email by the Student Life Coordinator.

Deactivated clubs may apply for reactivation by following Steps 1-3 with updated documentation.

Electing Club Officers

To run for and maintain a club officer position, students must meet the following guidelines. Any deviations must be approved by the Student Life Coordinator and Associate Provost in conjunction with the Club Sponsor(s).

- Have and maintain an overall GPA of 2.5 or higher.
- Be enrolled on the campus from which their club originates or in Eastern Florida Online.
- Adhere to the election procedure outlined in the club's constitution and bylaws.

- May not concurrently hold officer positions in the SGA or any other campus club.
- May not have any Student Code of Conduct violations.

Club Meetings

Club Sponsor(s) are required to attend all club meetings and activities. Every effort should be made by the club to schedule meetings and activities to accommodate as many club members as possible.

When

Clubs must meet on a monthly basis at minimum, but are strongly encouraged to meet more frequently. Meeting dates, times, and locations must be noted on the **New/Reactivated Club Charter** and the **Club Status Report**. The club sponsor must also share meeting and event details (and any changes) with the Communications Office for inclusion on the College calendar.

Where

Meetings must be hosted on campus, and the Club Sponsor is responsible for reserving the use of College facilities. Students will not be allowed access to reserved campus space without the Club Sponsor's presence and should be prepared to present their EFSC ID to Campus Security upon request. 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 they are found.

What

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.

Meeting minutes must be recorded for each meeting to include attendance and a budget report (if applicable). These records must be submitted to the Student Life Coordinator within one (1) week of each meeting. Failure to submit these documents in the timeframe requested may result in club deactivation.

Because of potential disruptiveness or risk of injury or damages, non-enrolled children are not permitted to attend meetings. In accordance with the Student Code of Conduct, non-enrolled children will also not be permitted to remain in the common areas of College buildings without adult supervision.

Club Sponsor

Sponsor Responsibilities

All clubs are required to have a Club Sponsor who is a full-time staff (exempt status) or full-time faculty member employed by EFSC. Club Sponsors (or their designee, as approved by the Associate Vice President of Academic Affairs) must be present at all club meetings and activities. Club Sponsors are to assist with paperwork, work orders, and other behind-the-scenes operations. They will attend annual Sponsor Training and will help guide new club officers to ensure smooth transitions from year to year. Sponsors should help facilitate club business and foster ownership and responsibility by the student members of the club.

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.

Sponsor responsibilities include, but are not limited to, the following:

- Attend all club meetings and activities. These must be hosted outside of the Sponsor's regular work hours.
- Maintain an EFSC Purchasing Card (Pcard) to manage club finances and expenses.
- Complete appropriate tasks on behalf of club in a timely manner, including: work orders, room reservations, IT requests, travel and accounting paperwork, marketing and printing requests, and purchasing.
- Serve as Moderator of the club's Facebook group, while ensuring all communications therein adhere to EFSC's Social Media Guidelines and Procedures.
- Inform the Communications Office of club meeting and event details (and any changes) for inclusion on the College calendar.
- Maintain familiarity with club constitution and bylaws, Student Activities Handbook, Student Code of Conduct, and official College policies and procedures that relate to Student Life.
- Aid in membership transitions between academic years to sustain club integrity.
- Attend Club Sponsor meetings and trainings provided by the Office of Student Life.
- Collaborate with the Student Life Coordinator and campus Associate Provost and Provost on all club activities.
- Manage and store club inventory, especially A-Tagged equipment.

Sponsor Approval
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, Provost, and Associate Vice President of Academic Affairs. This approval is achieved through signatures on the ***Club Sponsor Agreement*** that is submitted with ***New/Reactivated Club Charter*** paperwork. Club co-sponsors and designees must receive the same approvals.

Sponsor Stipends
Sponsor stipends will be distributed per semester provided the sponsor fulfills all duties detailed within the ***Club Sponsor Agreement***. 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.

Changing Sponsors
In the event that a Club Sponsor 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.

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 sponsor is failing to meet

sponsorship responsibilities, or that sponsorship is adversely impacting the employee's primary duties, the overall success of the club, or the SGA as a whole.

Club Social Media

Each Eastern Florida State club is permitted an official Facebook group for the purposes of internal communication. These groups, which are created by the Communications Office, are linked to the Facebook page of the campus on which the club is based, with that page serving as the group administrator. The Club Sponsor(s) must serve as group moderator(s) and may also designate and appoint students to moderate the group each term. Updates to group moderators should be sent to the Communications Office at least once per term.

Within the group, all club members are encouraged to post and engage with content that showcases club activities/topics of interest, and they may request that the Communications Office share this content to the College's main social media accounts (@easternflorida on Facebook, Twitter, Instagram and Snapchat) for more widespread club promotion at any time.

Requests for an individual club presence on other social media platforms (Twitter, Instagram, Snapchat, etc.) must be fielded through the Communications Office and will be considered on a case-by-case basis.

All club activity on social media must comply with EFSC's Social Media Guidelines and Procedures.

Club Property & Supplies

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 guarantee proper College protocol is followed, clubs should work closely with the Student Life Coordinator to dispose of any broken or unwanted items. The Club Sponsor is responsible for any and all club items that are inventoried (A-Tagged) by the College.

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 of action regarding all property and materials received.

Club Finances

Club Sponsor Purchasing Card

Club Sponsors are required to have an EFSC Purchasing Card (Pcard) and attend Pcard training. Purchases using SGA funds must receive full approval using the appropriate activity, travel, or fundraising process. Receipts must be kept for all purchases, and monthly Pcard Reconciliations must be submitted to the Student Life Coordinator for approval if the charges include SGA funds. Mismanagement of funds may result in Pcard revocation and removal from sponsorship.

Using an Agency Account

If applicable, recognized clubs may request a College agency account to manage club finances. To establish this account, the Club Sponsor(s) must submit a Pcard request form, a list of officer names, and the club constitution and bylaws to the Student Life Coordinator. Once approved by the campus Associate Provost and Provost, the request will be forwarded to the Accounting department. The

College forbids the use of off-campus banking institutions for any financial activity done in the name of the College.

All agency account information will be provided to the Student Life Coordinator and the campus Associate Provost to ensure full disclosure and accountability. Clubs should report agency account funds and any recent expenditures at club meetings and SGA Business meetings.

The Club 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 club's agency account number and showing their EFSC ID. Deposit receipts shall be provided to the club for documentation. Only the Club Sponsor(s) or, in his/her absence, the Student Life Coordinator, may authorize expenses made to a club agency account. The reimbursement of personal funds used to pay for club related expenses is heavily discouraged and may only be done with prior approval from the campus Associate Provost.

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

The College's accounting standards, policies, and procedures will be adhered to by all clubs. Clubs may motion to use their funds for club use at a monthly meeting. It is required to report the discussion and voting results in official meeting minutes with documented approval from the Club Sponsor. Any requests involving activities, travel, or fundraising must additionally follow the request procedures outlined in this handbook. Personal use of agency account funds is strictly prohibited.

Tax Exempt Status

Official EFSC expenses are exempt from Florida sales tax. The Club Sponsor(s) should obtain a copy of the *Consumer's Certificate of Exemption* from the Document Center. Club Sponsors may only use a copy of this form for approved uses. Receipts for all purchases are required.

Reimbursement

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 club related expenses is heavily discouraged and may only be done with prior 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.

Student Activities

Overview of Activities

Student Life and the activities addressed in this manual involve requests from SGA, campus clubs/organizations, and student individuals/groups. These activities are extracurricular in nature and must pose a benefit to the general student body. Students and clubs must follow the steps below and receive full authorization before marketing, purchasing, or conducting any activities.

Clubs and organizations will be referred to as "clubs" hereafter since they adhere to the same guidelines.

Submitting Requests

Step 1: Timeline for Review

Non-funded 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. This timeframe does not account for advertising and/or event preparations.

Funded activities 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. This timeframe does not account for advertising and/or event preparations.

Please review the Student Travel section for any requests involving travel, and the Fundraising section for any requests involving fundraising.

Step 2: Prepare Documentation

BEFORE SUBMITTING ANY REQUESTS: Please carefully review all of the guidelines under Planning Activities and Marketing Activities, and utilize that information when preparing request documentation.

The documents listed below must be completed and submitted to the Student Life Coordinator within the appropriate timeline. All documents can be obtained from the Student Life page on the EFSC Website.

- ***Student Activities Request***
- Budget snapshot (SGA funding snapshot provided by Student Life Coordinator; club funding snapshot provided by Club Sponsor)
- Supporting documentation (budgets, itemized lists, prizes, etc.)

Individuals or groups of students may sign the ***Student Activities Request*** as the Student Representative and must organize an activity sponsor with the Student Life Coordinator. Clubs must receive approval from the club, with discussion and votes recorded in meeting minutes, and have signatures from the Club President and Club Sponsor before submission.

Clubs and student groups may use agency funds to partially or fully fund student activities. This distinction should be made on the **Student Activities Request**. If clubs or groups are requesting funds from SGA when they already have funds in an agency account, a budget breakdown must be attached explaining the intended allocation of those funds.

Documents must be submitted two (2) business days prior to the appropriate SGA meeting in order to be placed on the agenda.

Step 3: Present to SGA

Once completed paperwork is submitted to the Student Life Coordinator, the activity request will be placed on the appropriate SGA agenda. Non-club affiliated requests will be presented at the SGA E-Board meeting. Clubs present their activity requests at the SGA Business meeting.

At least one (1) student or club representative is required to present at the meeting to briefly describe the activity 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. If a representative is not present due to an unexcused absence, the activity will not be discussed for a vote. See the [Student Government Association Constitution & Bylaws](#) for information about SGA meetings.

If an activity is not approved by the SGA E-Board and/or Student Life Coordinator, the decision may be appealed to the campus Associate Provost.

Important: Before Official Approval

During the interim period before official approval has been granted, no marketing, purchases or commitments of the College may take place.

Step 4: Administrative Review

Upon receiving a vote of approval from the SGA and the Student Life Coordinator, the campus Associate Provost and Provost will review the documents for approval. If the request is over $250, the Vice Presidents will also need to review before final authorization may be given. The Student Life Coordinator will notify the individual, group, or club via email once the activity request is officially approved. From that time forward, advertising and planning may commence.

Once an activity request is approved, any increases in budget expenditures or other significant changes must receive additional approval in front of the SGA and from all signing authorities. Any unexpended SGA funds remaining after completion of the activity return to the SGA.

Step 5: Planning

Review [Planning Activities](#) and [Marketing Activities](#) for more information. An **Activity Checklist** is available for download with a helpful timeline and inventory list for planning. All activity expenses should be tracked in the **Budget Tracking** form to ensure proper management of funds.

Step 6: Post-Event Reporting

Requesting parties are required to submit a **Post Event Report** and **Budget Tracking** form to the Student Life Coordinator within one (1) week of the activity and present the activity results at the next SGA meeting. Activities that utilized significant funding or resources may be required to do additional presentations.

Planning Activities

Sponsor Presence

An activity sponsor must be present at all EFSC activities. Club Sponsors are the default activity sponsors for club activities. Individuals or groups who don't have an EFSC employee to sponsor their event must contact the Student Life Coordinator to arrange for sponsor presence.

Work Orders

The activity sponsor is responsible for completing work orders, room reservations, IT requests, accounting paperwork, marketing and printing requests, and purchases. Activities occurring outside of regular College hours should account for security, custodial, and technical support needs for those functions.

Activity Purchases

Official EFSC expenses are exempt from Florida sales tax. The activity sponsor should obtain a copy of the ***Consumer's Certificate of Exemption*** from the Document Center. Sponsors may only use a copy of this form for approved uses. Receipts for all purchases are required.

The College strongly prefers that EFSC related transactions are made using a College Pcard or, if necessary, by utilizing the Check Request process.

Club Sponsors are required to have a Pcard to make purchases. If the sponsor of a non-club affiliated activity does not have a Pcard, they may organize purchases through the Student Life Coordinator.

Event Admission

Students cannot be charged for admission to any activity or event that is funded by Student Life.

If a large turnout is expected with a limited seating capacity in the event location, the organizers must issue tickets for admittance to control the size of the crowd and abide by established fire codes.

Food Handling

Only certified food handlers are allowed to prepare and handle non-prepackaged foods. Non-prepackaged foods must be prepared in a licensed and certified commercial kitchen.

Contracted Services

Contractual arrangements for services from any individual or company to support student activities (e.g., catering, DJ, photography, etc.) may require the submission of an ***Agreement for Independent Contractor Services*** form. This document must be completely approved by all signing authorities at least fifteen (15) business days prior to the activity. The policies and procedures surrounding independent contracts are on the first page of the document for reference.

Organizers may employ approved campus food vendors to cater events by utilizing a ***Purchase Requisition*** instead of an independent contract. Submit this form along with an invoice for services and a copy of the event flyer.

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

Event Prizes and Promotion Rules

All promotions including contests, sweepstakes, and drawings must be described in detail on the **Student Activities Request** and receive full approval prior to purchase. Prizes may include gift cards, but cash prizes are prohibited. Only currently enrolled EFSC students who meet all of the eligibility requirements for the promotion may receive prizes; EFSC staff, faculty, and administrators, as well as employees who are also EFSC students, are not eligible.

All prize drawings and contests must additionally adhere to the stipulations outlined in the Promotions Process at EFSC. After approval, details must be submitted in the Promotion Rules Request Form so that the College may generate and post rules. Requests must be submitted and finalized by no later than two (2) weeks before the start of a promotion.

Campus Viewing of Commercial Films

Activity sponsors and requesting students should work closely with the Student Life Coordinator and the Library to determine which materials have been purchased with public performance rights and can be shown to students on campus. If not available, public performance rights must be purchased for the showing and should be budgeted in the request.

Events of this nature can only be held on campus for the student body. No admission may be charged or profit collected as a result of showing a film on-campus. Food and drink may be provided for free, but may not be sold for fundraising purposes.

Political or Religious Activities & Demonstrations

A guiding principal 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 adhere to the Student Code of Conduct and any other applicable College policies. All EFSC students are 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. Students or clubs wishing to host any elected officials or candidates for office as part of a sponsored activity must receive full approval through the activity request process.

Guidance for demonstrations and dissent activities is contained in the EFSC Procedures Manual Section 606.

Children on Campus

Because of potential disruptiveness or risk of injury or damages, non-enrolled children are not permitted to attend student activities. In accordance with the Student Code of Conduct, non-enrolled children will also not be permitted to remain in the common areas of College buildings without adult supervision.

Marketing Activities

All marketing materials must be approved by Communications and designed by College-wide Printing & Graphics. Make sure to include a budget for marketing in the **Student Activities Request** to cover printing costs.

Step 1: Submit Information

Once the activity request has been approved, the activity sponsor should send an email to the Executive Director of Communications, and copy the Student Life Coordinator with the event information. Attach the signed *Student Activities Request* to the email so that Communications knows the event has been approved.

Be sure to include the event date(s), start and end time(s), location(s), sponsor contact information, name of hosting club (if applicable), and a brief description of activities or purpose. All prize drawings, sweepstakes, or contests must be submitted through the Promotion Rules Request Form so that a link to the rules may be included on all marketing materials. See Event Prizes and Promotion Rules for more information.

Step 2: Request Graphic Design

After the Executive Director of Communications approves wording for the marketing materials, a submission for graphic design must be made through Print Shop Pro. Select Graphic Design with Order Type "Flyer" to have the original flyer designed. Once a flyer has been designed, Print Orders may be submitted for flyers, posters, or handouts.

Step 3: Promote via Web and Social Media

The activity sponsor should send an email to the Manager of Web/Social Media and Assistant Manager of Web/Social Media, then copy the Executive Director of Communications and the Student Life Coordinator with the flyer design attached. Communications can then include the event on student and employee emails, and post the event on the EFSC web calendar and social media accounts. If the event is open to the public, a request may be made to promote with a press release and a spotlight on the EFSC website.

Step 4: Post on Campus

Printed materials go through the Office of Student Life and must receive a stamp before being posted. The stamp establishes an expiration date for the flyers to ensure the easy regulation and disposal of outdated materials.

Each campus building maintains bulletin boards for both restricted and "open" use. Materials may not be posted to any other surface. Contact the Student Life Coordinator with any questions about bulletin board availability.

Student Travel

Overview of Travel

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. These activities are extracurricular in nature and must pose a benefit to the general student body. Students and clubs/organizations must follow the steps below and receive full authorization before registering, reserving, purchasing, or traveling.

Clubs and organizations will be referred to as "clubs" hereafter since they adhere to the same guidelines.

Submitting Requests

Step 1: Timeline for Review

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 the window be extended to take advantage of early bird discounts and to allow for adequate planning and paperwork corrections/changes. This timeframe does not account for planning and purchasing after approval has been received.

Step 2: Prepare Documentation

BEFORE SUBMITTING ANY REQUESTS: Please carefully review all of the guidelines under the Planning Travel section and utilize that information when preparing travel request documentation.

The documents listed below must be completed and submitted to the Student Life Coordinator within the appropriate timeline. All documents can be obtained from the Student Life page on the EFSC Website.

- ***Student Activities Request***
- Budget snapshot (SGA funding snapshot provided by Student Life Coordinator; club funding snapshot provided by Club Sponsor)
- ***Travel Addendum***
- Conference Agenda (if available/applicable)
- ***Student Travel Assumption of Risk, Release, and Hold Harmless Agreement*** (signed by each student)
- ***Request for Day Travel – Students Under Age 18*** (For day travel only: signed by a parent/legal guardian of each minor student)
- ***Acknowledgement of Responsibility for Minor Student Travel Agreement*** (For overnight travel only: signed by a parent/legal guardian of each minor student; provide photocopy of parent/legal guardian ID)

Individuals or groups of students may sign the ***Student Activities Request*** as the Student Representative and must organize a travel sponsor with the Student Life Coordinator. Clubs must receive approval from the club, with discussion and votes recorded in meeting minutes, and have signatures from the Club President and Club Sponsor before submission.

Clubs and student groups may use agency funds to partially or fully fund student travel. This distinction should be made on the ***Student Activities Request***. If clubs or groups are requesting funds from SGA when they already have funds in an agency account, a budget breakdown must be attached explaining the intended allocation of those funds.

Students should also cushion the budget to cover time-sensitive expenses, since booking costs for conference registration, transportation, and lodging increase as the travel date approaches.

Documents must be submitted two (2) business days prior to the appropriate SGA meeting in order to be placed on the agenda.

Step 3: Present to SGA

Once completed paperwork is submitted to the Student Life Coordinator, the travel request will be placed on the appropriate SGA agenda. Non-club affiliated requests will be presented at the SGA E-Board meeting. Clubs present their travel requests at the SGA Business meeting.

At least one (1) student or club representative is required to present at the meeting to briefly describe the activity 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. If a representative is not present due to an unexcused absence, the activity will not be discussed for a vote. See the [Student Government Association Constitution & Bylaws](#) for information about SGA meetings.

If travel is not approved by the SGA E-Board and/or Student Life Coordinator, the decision may be appealed to the campus Associate Provost.

Important: Before Official Approval

During the interim period before official approval has been granted, no registration, reservations or commitments of the College may take place.

Step 4: Administrative Review

Upon receiving a vote of approval from the SGA, the Student Life Coordinator will review for signature. The ***Student Activities Request*** will then be returned to the travel sponsor to be uploaded to the online ***Student Travel & Reimbursement*** process. From there, the Associate Provost, Provost, and College Vice Presidents will review the online submission for final authorization. International travel requires additional consent from the College President. The travel sponsor shall notify the Student Life Coordinator via email once the travel request is officially approved. From that time forward, planning may commence.

Once a travel request is approved, any increases in budget expenditures or travel participants must receive additional approval in front of the SGA and from all signing authorities. Any unexpended SGA funds remaining after completion of the travel return to the SGA.

Step 5: Planning

Review [Planning Travel](#) for more information. A ***Travel Checklist*** is available for download with a helpful timeline for planning. All travel expenses should be tracked in the ***Budget Tracking*** form to ensure proper management of funds.

Step 6: Post-Travel Reporting

Requesting parties are required to present the travel results and the **Budget Tracking** form at the next SGA meeting. Travel that utilized significant funding or resources may be required to do additional presentations.

Planning Travel

Student Eligibility

To participate in travel, student must meet the following guidelines at the time of request *and* when travel takes place. All traveling students must be verified for eligibility by the Associate Provost Office.

- Be currently enrolled for at least three (3) credit hours.
- Have and maintain an overall GPA of 2.0 or higher.
- Be in good academic standing (i.e., not in financial default, not on disciplinary probation or more severe disciplinary status).
- Complete the **Student Travel Assumption of Risk, Release, and Hold Harmless Agreement**

Minor students should read and adhere to the section on Travel with Minors.

Travel with Minors

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 the Student Eligibility section, provide the listed documentation, and submit to the stipulations that follow.

- **Student Travel Assumption of Risk, Release, and Hold Harmless Agreement** (signed by each student)
- **Request for Day Travel – Students Under Age 18** (For day travel only: signed by a parent/legal guardian of each minor student)
- **Acknowledgement of Responsibility for Minor Student Travel Agreement** (For overnight travel only: signed by a parent/legal guardian of each minor student; provide photocopy of parent/legal guardian ID)

For day travel, the minor student must complete a **Request for Day Travel – Students Under Age 18** and have it signed by a parent/legal guardian. This request is subject to final approval from the Associate Provost or Dean.

For overnight travel, the minor student must complete an **Acknowledgement of Responsibility for Minor Student Travel Agreement** and have it signed by a parent/legal guardian with a photocopy of the parent/legal guardian ID. The minor student is required to travel and lodge with the parent/legal guardian, and the parent/legal guardian is responsible for covering all of their own expenses associated with accompaniment. Outside of transportation and lodging, the College will pay for the minor student's eligible expenses as approved in the travel request.

During overnight travel, the minor student must be accompanied by their parent/legal guardian at all times. This includes all activities throughout the day and night including transportation, lodging, meals, event activities, and free time. The parent/legal guardian shall be responsible for the minor student's care and custody and shall immediately notify the travel sponsor of any issues or incidents that affect the health or safety of their child.

See EFSC Procedures Manual Section 806 for more information.

Sponsor Presence

An EFSC staff or faculty member must accompany all student travel. Club Sponsors are the default activity sponsors for club travel. Individuals or groups who don't have an EFSC employee to sponsor their travel must contact the Student Life Coordinator to arrange for sponsor presence. Travel sponsors must obtain written approval from his/her supervisor in advance of the trip.

Sponsors should use their best judgement if the ratio of male to female students warrants having both a male and female sponsor travel with the group.

The cost of the sponsor attending the trip should be included in the travel request unless funding will be obtained from another source.

The travel sponsor is responsible for the following actions:

- Review travel procedures outlined in this handbook and in EFSC Procedures Manual Section 418.
- Receive written approval for travel from his/her supervisor.
- Help students complete travel request documentation.
- Send student names and B numbers to the Associate Provost Office for eligibility verification.
- Submit the online **Student Travel & Reimbursement** form to Accounting with the signed **Student Activities Request** attached. Sponsor will have to attend Student Travel Reimbursement training with Accounting if not already completed.
- Copy signed **Student Travel Assumption of Risk, Release, and Hold Harmless Agreement** forms to bring during travel and send originals to the Student Life Coordinator at least two (2) weeks before travel.
- If driving, complete a **Driver Eligibility Request Form** through Human Resources.
- Maintain receipts of all travel expenditures, with hotel receipts that include the check-in and check-out dates and times for each room. Include other hotel rooms (e.g., conference rooms) that were provided by EFSC and used exclusively by EFSC students. This information must be reported in the **Overnight Student Travel Log** and submitted to the Student Life Coordinator upon return.
- Report emergency incidents to the Associate Provost and Provost immediately, and non-emergency incidents (e.g., injury, violation of law, malfunction or accident involving College-approved vehicle) upon return.
- Upon return, complete the **Student Travel & Reimbursement** with actual travel expenses and copies of receipts within five (5) business days.

Permissible Expenditures

College funds may only be used to pay travel costs for eligible students (see Student Eligibility) and approved EFSC faculty or staff travel sponsors. Permissible travel expenditures include:

- Registration/entry fees
- Transportation (rental vehicles, gas, tolls, parking fees, etc.)
- Meals
- Lodging
- Miscellaneous travel expenses (must be included in travel request for approval)

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

Transportation

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 Accounting. It is preferred that all travel begin and end on an EFSC campus.

The travel sponsor will reserve vehicles for transportation in accordance with the EFSC Rental Vehicles Procedure (see EFSC Procedures Manual Section 306.1). Only pre-approved college employees 21 years of age or older may drive rental vehicles. Drivers of vehicles transporting more than fifteen (15) people (including the driver) require a State of Florida Commercial Driver's License. All drivers must complete a **Driver Eligibility Request Form** through Human Resources.

Travel sponsors may not transport anyone who is not involved in the student activity or has not been authorized to travel by the College. Drivers are responsible for ensuring that no alcohol or illegal substances are present. Should the consumption of alcohol or illegal drugs become obvious, the vehicle must be safely stopped and all paraphernalia removed. Failure of any passenger(s) to comply, or any additional abuse, will cause immediate cancellation of the trip, with the driver returning the vehicle and passengers back to the college.

All drivers shall allow ample time to complete travel, taking into account weather, traffic, road construction, expected delays, etc. Some trips may be postponed or cancelled if the weather is threatening. Travel sponsors should check the forecast prior to departure to determine whether or not to proceed.

It is the travel sponsor's responsibility to cancel a vehicle reservation as soon as it is determined that it is no longer needed.

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

Personal Vehicles

Personal vehicles that belong to students, staff, or faculty are not encouraged for student travel. If a traveler needs to use a personal vehicle, the College requires the following documentation: (1) proof of valid automobile insurance (ID card is acceptable); (2) copy of valid driver's license of anyone driving; and (3) written permission for use from the vehicle's owner (if owned by another).

Drivers of personal vehicles must possess a valid driver's license, are subject to all provisions of this handbook, and will not be reimbursed for mileage, gas, parking, tolls or any other vehicle-related expenses. 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 of personal vehicles, including non-EFSC students, must sign the **Student Travel Assumption of Risk, Release, and Hold Harmless Agreement** prior to travel. Travel sponsors shall not transport students in their personal vehicles except with prior approval or in cases of emergency.

Meals

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

- Breakfast: $3.00 (before 6 a.m.)
- Lunch $6.00 (before 12 p.m.)
- Dinner $10.00 (after 8 p.m.)

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

- Breakfast: $6.00 (before 6 a.m.)
- Lunch $11.00 (before 12 p.m.)
- Dinner $19.00 (after 8 p.m.)

Requests may ask for less than the maximum amount per student/sponsor or no meal money at all. Meal monies can only be requested if the travel encompasses the set times for each meal.

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., complimentary full breakfast)

Students may receive meal monies for one-day trips, however travel sponsors may not (Florida Statutes 112.061).

Travel sponsors must print out the ***Student Acknowledgement/Receipt of Meals*** form prior to travel and obtain students' signatures in receipt of receiving and distributing meal money. In case of a cancelation, the unused student meal money must be returned to the Cashier's Office.

Lodging

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

The following rules apply when making arrangements at lodging facilities:

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

EFSC is exempt from Florida sales tax. The travel sponsor must obtain a copy of the ***Consumer's Certificate of Exemption*** from Accounting to present at check-in. 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 requirements.

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.

Travel Etiquette

All members traveling, including students and sponsors, should exchange cell phone numbers and save the hotel phone number in case of emergency.

Students must stay within the company of the travel sponsor at all times unless permitted otherwise (e.g., attending different workshops at the same conference; eating at different establishments in the same location, etc.). Members should plan on staying in the company of at least one other member of all times, and should not wander off alone.

Student Conduct

All students participating in travel are expected to conduct themselves in a lawful, civil, and responsible manner, and shall abide by the [Student Code of Conduct](), as well as any and all local, State, and Federal laws and ordinances at all times. As such, the consumption of alcoholic beverages during travel is prohibited. Any students who fail to meet these expectations are subject to discipline, which may result in being returned home before the end of the trip at the student's expense.

If the travel sponsor reasonably believes a student has engaged in serious and/or repeated incidents of poor conduct, the sponsor will immediately notify their Associate Provost, Provost, or Dean (as appropriate to the situation). The decision to revoke travel privileges and return a student home shall be made among these administrators 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.

Classroom Attendance

Students authorized for college-sponsored travel may be credited with an excused absence from class, subject to the individual faculty attendance policy. It is each student's responsibility to initiate arrangements with his/her instructors.

Fundraising

Overview of Fundraising

Fundraisers may be requested by SGA, campus clubs/organizations, and student individuals/groups to support club goals or other charitable causes. The College prefers that fundraisers are hosted on-campus and adhere to the sale of cookies, candles, or carwashes. While all fundraising activities require review and approval, any requests that fall outside of these four categories will require substantial support for consideration. Students and clubs must follow the steps below and receive full authorization before marketing, purchasing, or conducting any activities.

Donations for fundraisers are not tax deductible on behalf of the donor unless coordinated with the Eastern Florida State College Foundation, Inc.

Clubs and organizations will be referred to as "clubs" hereafter since they adhere to the same guidelines.

Submitting Requests

Step 1: Timeline for Review

Fundraisers 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.

Step 2: Prepare Documentation

BEFORE SUBMITTING ANY REQUESTS: Please carefully review all of the guidelines under the Planning Fundraisers, Planning Activities, and Marketing Activities sections to utilize that information when preparing request documentation.

The documents listed below must be completed and submitted to the Student Life Coordinator within the appropriate timeline. All documents can be obtained from the campus Student Life page on the EFSC Website.

- ***Fundraising Request***
- Budget snapshot (SGA funding snapshot provided by Student Life Coordinator; club funding snapshot provided by Club Sponsor)
- Supporting documentation (budgets, itemized lists, prizes, etc.)

Individuals or groups of students may sign the ***Fundraising Request*** as the Student Representative and must organize a fundraising sponsor with the Student Life Coordinator. Clubs must receive approval from the club, with discussion and votes recorded in meeting minutes, and have signatures from the Club President and Club Sponsor before submission.

Clubs and student groups may use agency funds to partially or fully fund a fundraiser start-up. This distinction should be made on the ***Fundraising Request***. If clubs or groups are requesting funds from SGA when they already have funds in an agency account, a budget breakdown must be attached explaining the intended allocation of those funds.

Documents must be submitted two (2) business days prior to the appropriate SGA meeting in order to be placed on the agenda.

Step 3: Present to SGA

Once completed paperwork is submitted to the Student Life Coordinator, the fundraising request will be placed on the appropriate SGA agenda. Non-club affiliated requests will be presented at the SGA E-Board meeting. Clubs present their fundraising requests at the SGA Business meeting.

At least one (1) student or club representative is required to present at the meeting to briefly describe the activity 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. If a representative is not present due to an unexcused absence, the activity will not be discussed for a vote. See the Student Government Association Constitution & Bylaws for information about SGA meetings.

If a fundraiser is not approved by the SGA E-Board and/or Student Life Coordinator, the decision may be appealed to the campus Associate Provost.

Important: Before Official Approval

During the interim period before official approval has been granted, no marketing, purchases or commitments of the College may take place.

Step 4: Administrative Review

Upon receiving a vote of approval from the SGA and the Student Life Coordinator, the request will be reviewed by the campus Associate Provost and Provost, and the College Vice Presidents for final authorization. In any instance where the general public will be canvassed to purchase items or solicited for money, approval must be obtained from the College President or designee. The Student Life Coordinator will notify the individual, group, or club via email once the fundraising request is officially approved. From that time forward, planning may commence.

Once a fundraising request is approved, any increases in budget expenditures or other significant changes must receive additional approval in front of the SGA and from all signing authorities. Any unexpended SGA funds remaining after completion of the activity return to the SGA.

Step 5: Planning

Review Planning Fundraisers and Marketing Activities for planning and download the *Fundraiser Checklist* for a helpful timeline. If your fundraiser includes tabling or an event, check out the Planning Activities section for more information and an *Activity Checklist*. All activity expenses should be tracked in the *Budget Tracking* form to ensure proper management of funds.

Step 6: Post-Fundraiser Reporting

Requesting parties are required to submit the *Post Event Report* and *Budget Tracking* form to the Student Life Coordinator within one (1) week of the fundraiser and present the results at the next SGA meeting. Fundraisers that utilized significant funding or resources may be required to do additional presentations.

Planning Fundraisers

When planning fundraisers, students must adhere to the parameters listed under the Planning Activities section, as well as the stipulations listed below. If the fundraiser will utilize any print or digital marketing, students must follow the steps outlined in the Marketing Activities section of this handbook.

Prohibited Activities

Any activity that is construed as gambling is strictly prohibited. Prize drawings and contests must adhere to the stipulations outlined in the Promotions Process at EFSC. Students are also not permitted to sell commercial items off campus on a door-to-door basis. Off-campus fundraising is generally denied as it presents a conflict with the College Foundation's fundraising efforts for student scholarships; exceptions may be made on a case-by-case basis.

Management of Funds

All fundraisers must manage donations through a college agency account. The club or group may request to open one if they plan on recurring activities, or they may utilize a designated campus account for a one-time fundraiser by contacting the Student Life Coordinator. The process for opening and maintaining a college agency account is outlined in the Club Finances section under Clubs & Organizations.

If the club or group is donating the funds to a charity, the agency account will have to be set up with the EFSC Foundation. The Foundation will then be able to generate a donation check for the recipient with a confirmation for tax purposes. The Student Life Coordinator can help the club or group identify the need for a Foundation account when the **Fundraising Request** is submitted.

Legal tender (cash, checks, drafts, money orders, credit cards, etc.) must be thoroughly documented and kept secure. The fundraising sponsor and involved students are directly responsible for the money raised. Any mismanagement of the funds will be immediately reported to the Associate Provost and may result in serious consequences.

All funds should be deposited within one (1) week of the fundraiser completion. Deposits shall be made through the Cashier's Office, and the deposit forms should clearly note the fundraiser and club or group in the description.

Collecting Sales Tax

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 account code (23100) for the same index that the revenue is deposited into. Tracking of sales and tax is mandatory in order for the College to comply with state sales tax laws.

Appendix A: Student Government Association Constitution & Bylaws

Student Governance

Preamble

We, the students of Eastern Florida State College (hereinafter EFSC), in order to establish better relations and communications 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).

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 clubs/organizations ("clubs" hereafter).
- Encouraging increased student activity through the development of new student clubs.
- Reviewing student sponsored activities, including student group travel, for approval.
- 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.

Composition of SGA Leadership

SGA Executive Board

The primary responsibility of the SGA Executive Board (hereinafter 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. These students facilitate 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 the spirit of student activities are 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. The E-Board officers elected by each campus constituency will be:

- President
- Vice President
- Secretary
- Treasurer
- Parliamentarian

SGA President

The SGA President is responsible for leading all formal meetings within the SGA 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.
- Collaborating with the Student Life Coordinator to set dates for all SGA related meetings.
- Receiving and managing all activity, travel, and fundraising requests.
- Delegating tasks and creating special committees as appropriate to ensure the timely completion of directives.
- Serving as liaison between the SGA and EFSC 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 student activities, student concerns, and funding requests.
- Upholding and abiding by the SGA Constitution and the Student Code of Conduct.

SGA Vice President

The Vice President is responsible for all publicity and promotional efforts within the SGA and will work closely with the SGA President, Student Life Coordinator and campus clubs 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 a way that represents 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 and display areas to ensure information is accurate.
- Assisting student clubs with the publicity of their activities 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 student activities, student concerns, and funding requests.
- Upholding and abiding by the SGA Constitution and the Student Code of Conduct.
- Serving as proxy in the absence of the SGA President.

SGA Secretary

The SGA Secretary is responsible for all internal communications and record keeping. 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 a way that represents the best interests of the student body.
- Taking minutes at all E-Board and Business meetings and distributing them 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 a contact list for all E-Board members and managing the e-mail distribution list.
- Maintaining accurate attendance records for the Student Life Coordinator.
- Completing a **Post Event 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 student activities, student concerns, and funding requests.
- Upholding and abiding by the SGA Constitution and the Student Code of Conduct.
- Serving as proxy in the absence of the SGA Vice President.

SGA Treasurer

The SGA Treasurer is responsible for overseeing the Student Activity Budget and SGA inventory 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 a way that represents the best interests of the student body.
- Assisting Student Life Coordinator in maintaining all budget proposals and requests for funds within the SGA Office.
- Tracking all Student Activity Budget expenditures throughout the year with the Student Life Coordinator.
- Providing a current and accurate Treasurer Report at all SGA E-Board and Business meetings.
- Supervising all audits and safeguarding 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 student activities, student concerns, and funding requests.

- Upholding and abiding by the SGA Constitution and the [Student Code of Conduct](#).
- Serving as proxy in the absence of the SGA Secretary.

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 a way that represents the best interests of the student body.
- Maintaining and upholding the SGA Constitution.
- Reviewing all constitutions and bylaws for campus clubs and notifying the Student Life Coordinator of potential issues and/or errors.
- Keeping current constitutions and bylaws for SGA and campus club 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 and discussions 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 student activities, student concerns, and funding requests.
- Upholding and abiding by the SGA Constitution and the [Student Code of Conduct](#).
- Serving as proxy in the absence of the SGA Treasurer.
- 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).

Student Ambassadors

Student Life Ambassadors are recommended by the Student Life Coordinator and approved by the Associate Provost. Students seeking to become a Student Ambassador may apply through the campus Office of Student Life. Student Ambassador duties include, but are not limited to the following:

- Leading Campus tours for prospective students and their families.
- Assisting at college events, functions, ceremonies, receptions, open houses, etc.
- Attending all scheduled SGA E-Board and Business meetings.
- Committing at least five (5) hours per week to the Office of Student Life with the exception of peak times (i.e., 1st week of school, registration, finals week, etc.).
- Enrolling in at least six (6) credit hours of courses each semester (fall and spring).
- Maintaining a cumulative GPA of 2.5 or higher.
- Abiding by all College policies and procedures as identified in the [Student Code of Conduct](#).

Election of E-Board Officers

The open election of SGA E-Board officers will be held electronically through myEFSC. The election will be held prior to the end of the spring semester each year. All registered EFSC students are eligible and strongly encouraged to vote in SGA elections. Each student may cast votes for only one EFSC campus, but may select the campus of their choosing.

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.

Student Eligibility Requirements

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

- Must be currently enrolled at EFSC and maintain six (6) or more credit hours during both the fall and spring semesters on the campus for which they are running for a position. Eastern Florida Online students must contact the Student Life Coordinator regarding eligibility.
- Cannot be a dual enrolled high school student (includes Early Admission program students).
- Must have and maintain a cumulative GPA of 2.5 or higher. If candidate has no prior college coursework, the most recent, unweighted high school GPA will be used.
- Cannot be President of another campus club if elected as an SGA officer.
- Must submit a completed Candidate Application Packet by published deadline.
- Must be able to commit 10-15 hours each week to the elected position during the fall and spring semesters (includes meetings, office hours, events, travel, etc.).
- Must not have any Student Code of Conduct violations.

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 Associate Provost Office. Any deviation from the eligibility requirements listed above must be discussed with and approved by the Student Life Coordinator and campus Associate Provost.

SGA E-Board Scholarship

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

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 E-Board position.
- They have the sincere expectation of being a student at EFSC 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 and Associate Provost.

SGA 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.

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.

Removal of E-Board Officers

An E-Board officer may be removed from office only by the campus Associate 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 or she incurs three (3) unexcused absences, as determined and documented by the Student Life Coordinator, within the current academic year of appointment.

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 without a vote for impeachment. Other actions that may result in removal include, but are not limited to, violations of the Student Code of Conduct and/or the SGA Constitution.

SGA Meetings

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 Budget funding and approval for new clubs, activities, initiatives, travel, fundraising, etc.
- An avenue to appoint student representation for College-wide Committees.

SGA E-Board Meetings

E-Board meetings must be held on campus once a week during the fall and spring semesters and must be advertised to the campus student body. Meeting day, time and location will be based upon E-Board availability. A meeting schedule will be finalized by the SGA Secretary and Student Life Coordinator and will be disseminated to the campus no later than the second week of the semester.

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. All official votes must be recorded in the meeting minutes. A quorum of simple majority (50% plus one) of the total voting membership must be present.

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. Attendance records are viewed in the context of the full year and absences do not reset at the start of the spring semester.

Student requests for activities, travel, or fundraising that are not affiliated with a club should be made directly to the E-Board.

SGA Business Meetings

SGA Business meetings must be held on campus no less than twice a month at regularly scheduled times during the fall and spring semesters and must be advertised to the campus student body. 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 and Student Life Coordinator and will be disseminated to the campus no later than the second week of the semester.

In the rare event an SGA Business meeting must be canceled, notification should be sent to all Club Representatives 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.

Each E-Board officer is an official voting member. Each recognized club must send one (1) voting member to each 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. All official votes must be recorded in the meeting minutes. A quorum of simple majority (50% plus one) of the total voting membership must be present.

E-Board officer, student ambassador, and club representative attendance is mandatory for all SGA Business meetings unless excused by the Student Life Coordinator. Attendance will be taken at all

meetings and recorded in the minutes. Club representatives who fail to attend a Business meeting without finding a replacement or providing sufficient prior notification will receive an unexcused absence. Three (3) or more unexcused absences will result in automatic club deactivation. Attendance records are viewed in the context of the full year and absences do not reset at the start of the spring semester. Deactivated clubs will not have voting rights, be able to schedule activities, or request funding until proper reactivation paperwork has been submitted and fully approved.

All club requests for activities, travel, fundraising, etc., whether funded or non-funded, must be presented for approval at an SGA Business meeting.

SGA Town Hall Meetings

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. These meetings will be called as needed and must be held on campus. Meeting day, time and location will be largely based upon E-Board availability and must be advertised to the campus student body.

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 should be presented by interested student(s) to the E-Board at an upcoming E-Board meeting.

Special Meetings

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. These meetings will be called as needed and must be held on campus. Meeting day, time and location will be largely based upon E-Board availability and must be advertised to the campus student body.

Robert's Rules of Order

All SGA meetings will be conducted in accordance with the latest edition of *Robert's Rules of Order*.

Meeting Agendas & Minutes

Agendas will be provided at all SGA meetings to streamline the order of business conducted at the meeting. The agenda should include the following items:

- Call to Order
- Attendance
- Approval of Previous Meeting Minutes
- Unfinished Business
- New Business
- Open Forum
- Announcements
- Adjournment

Meeting minutes are the official record of the events and actions of the meeting and should reflect the basic outline of the agenda. Meeting attendance should be documented to include first and last names of all attendees. Excused and unexcused absences should also be documented. Any EFSC student, faculty, or staff member may request SGA meeting minutes by visiting the SGA Office.

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 & Bylaws shall be amended only once per academic year.

Appendix B: Forms and Resources

Forms

Clubs & Organizations

- New/Reactivated Club Charter
- Club Sponsor Agreement
- Constitution & Bylaws
- Club Status Report

Student Activities

- Student Activities Request
- Agreement for Independent Contractor Services *
- Purchase Requisition *
- Budget Tracking
- Post Event Report

Student Travel

- Student Activities Request
- Travel Addendum
- Student Travel Assumption of Risk, Release, and Hold Harmless Agreement
- Request for Day Travel – Students Under Age 18
- Acknowledgement of Responsibility for Minor Student Travel Agreement
- Student Travel & Reimbursement (online) *
- Driver Eligibility Request Form *
- Overnight Student Travel Log
- Budget Tracking

Fundraising

- Fundraising Request
- Budget Tracking
- Post Event Report

Resources
- Student Life Webpage
- EFSC Procedures Manual
- Student Code of Conduct
- Promotions Process
- insideEFSC *
- Document Center *

*Forms and resources with an asterisk are internal and must be accessed by an employee.