The President has delegated responsibility for the operation of the Student Life program to the Associate Vice President for Student Development and Programs through the Vice President for Student Affairs and Enrollment Management.

**Student Affairs Programs and Services Council**

The Student Affairs Programs and Services Council shall recommend the annual student life budget to the Vice President for Student Affairs.

**Executive Secretary.** The Associate Vice President for Student Development and Programs shall serve as the Executive Secretary of the Student Affairs Programs and Services Council. The Executive Secretary has custodial responsibility for the Board, including responsibility for the Board-funded cost centers, and serves as liaison between the Board and the College in matters regarding meeting notification, agendas, minutes, correspondence and reports.

**Chair.** The Student Affairs Programs and Services Council Chair shall be the official spokesperson for the Student Affairs Programs and Services Council. The Chair shall convene a meeting when a quorum of voting members is present. Ten voting members plus the chair shall constitute a quorum.

**Membership.** Members of the Student Affairs Programs and Services Council shall be jointly appointed on a College-wide basis by the President of the College and the President of the Faculty Senate. Membership shall include nine students and nine members of the faculty/staff. Ex-officio members shall include the Associate Vice President for Student Development and Programs, Vice President for Student Affairs, and Budget Director. Every member of the Student Affairs Programs and Services Council, including ex-officio members, is expected to attend all meetings and otherwise keep informed on all matters as they relate to the Student Affairs Programs and Services Council.

**Meetings.** All Student Affairs Programs and Services Council meetings shall be publicized in advance and open to the public. An agenda shall be made available in advance to any interested party or organization. All agenda items shall be submitted no later than 4 days prior to the scheduled time of the meeting. Student Affairs Programs and Services Council meetings shall conform in style and procedure with Robert’s Rules of Order.
The Council shall meet regularly as required. Special non-scheduled meetings may be called with the concurrence of the Student Affairs Programs and Services Council Chair, Vice President for Student Affairs or the Associate Vice President for Student Development and Programs. These meetings shall be open to the public, but the requirements for publicity shall be waived.

The Agenda. Preparation of the agenda for Council meetings is the responsibility of the Executive Secretary. Each agenda shall cover at least the following items:

- Approval of the minutes of the previous meeting
- Report on all actions, such as follow-up letters, contracts, and communications
- Notification of the time and place of the next meeting
- Additional items may be added as necessary

Deliberation Procedures. The Student Affairs Programs and Services Council shall deliberate until a balanced budget is developed. The Council shall recommend the allocation of money for College-wide programs and then establish an appropriate formula for determining the allocation of funds to the campus student life programs. Funding for Intercollegiate Athletics, and full-time district and campus salaries are pre-determined amounts and not subject to review by the Council. The Council is responsible for balancing the budget after administrative costs, including salaries and fringe benefits. The Council shall forward its recommended budget to the Vice President for Student Affairs.

Implementation of Council Actions. The Executive Secretary shall be responsible for preparing budget amendments and other documents required to implement Council actions. Such documents shall be forwarded to the appropriate College office through the Council Chair and the Vice President of Student Affairs.

Appeal of Board Decisions. Any person or organization not satisfied with a Council action may appeal to the Vice President for Student Affairs. If the grievance is not satisfied, the person or organization may then appeal the matter to the President.

Expenditure of Funds

The Associate Vice President for Student Development and Programs shall have the authority to expend monies from all college-wide cost centers. The Associate Vice President
for Student Development and Programs shall have further authorization to spend miscellaneous monies for any interest group, organization, or other appropriate activity not currently receiving Student Affairs, Programs, and Services Council funds and shall report all such expenditures at the next regular Board meeting. The Director of Athletics shall have the authority to expend monies from all the designated athletic accounts.

**Budget Management.** In no instance shall the authorized budget or any division thereof be over-encumbered. In the event a negative balance should occur, the Associate Vice President for Student Development and Programs shall assume responsibility for correction through proper budget amendments procedures and shall take necessary steps to insure that the budget is properly managed in the future.

**Fees for Student Sponsored Programs.** No organization receiving Student Affairs, Programs, and Services Council funds shall sell tickets or otherwise charge a fee for any event sponsored in whole or in part by Council money without the approval of the appropriate campus/center chief student life officer, campus/center chief student affairs officer, and the Vice President for Student Affairs.

**Funded Travel**

Student travel shall be funded from the respective Student Life office. No travel shall exceed the limitations set forth by *Florida Statutes* 112.061 and/or College policies and procedures. All travel is based on actual expenses substantiated by a paid receipt. If feasible, multiple students must share the same room when travel involves overnight absence from the College. Travelers are also expected to use the most efficient and economical means of travel. When private automobiles are driven, BCC College Policy 6Hx2-6.21 shall apply. When calculating mileage for reimbursement, the figures used shall comply with mileage numbers provided by the BCC Travel Coordinator.

The advisor or his/her designee shall be responsible for administering and accounting for travel funds and completing all required forms. Advanced funds for travel may be requested by completing a *Request for Advanced Funds* form (ACC-27) at least 30 days prior to leaving. The payee will be notified when travel has been approved. Only students in good standing are eligible for such travel. Student traveling on overnight College trips receiving funding from the College, must be accompanied by a full-time BCC faculty or staff person or a part-time BCC employee with the approval of the appropriate chief student affairs officer.
Within 10 days of the completion of the travel, students must complete a *Group Travel Advance-Actual Expenditure Report* (ACC-28), and the advisor accompanying the students must compete a *Travel Voucher/Out of County* form (ACC-5). Expenses incurred during travel must be identified on the form indicated above and submitted to Accounting with all paid receipts attached. Unused advanced funds must be returned to the Cashier. Expenses that cannot be documented and expenses not required for travel will not be reimbursed.

**Use of College Vehicles**

Use of College owned and rented vehicles are subject to the policies and procedures regarding the Use of College Vehicles, 6Hx2-7.07 and A6Hx2-7.07. College owned or rented vehicles cannot be used for personal use, such as transporting family members, friends, etc.

**Student Government Association (SGA)**

Criteria for eligibility for SGA elections include:

- Submission of a resume, a goal statement, a transcript, at least one letter of recommendation from full-time faculty member, and an SGA candidate eligibility form signed by the campus/center chief student life officer.
- Minimum 2.5 G.P.A.
- Successful completion of at least 6, but no more than 50 credit hours of course work. The maximum may be exceeded if a second degree is in progress.
- Enrollment in a minimum of 6 credit hours of courses during the term of office.

**Constitutions.** The constitution of all clubs must be filed with the appropriate campus/center Student Life office who will notify the club of its registration by the College.

**Club Advisors.** Each student club must have an advisor who shall be selected by the club's membership. Club advisors shall have general supervisory duties and responsibilities, which include:

- Attending executive board meetings, regularly scheduled general membership meetings, and club activities or assigning a designated representative to do so
- Ensuring eligibility of each member with regard to GPA and enrollment status
- Providing guidance on developing and facilitating programs
• Advising the club treasurer in all financial matters and assisting College officials in the case of an audit
• Advising on developing and amending the constitution and by laws and insuring the membership’s adherence to them.

Membership. Student clubs must offer memberships to students in good academic standing. They are discouraged from offering membership to students whose membership status is such that time is not available for study.

The campus/center chief student life officer shall have the authority to enforce GPA and other academic standards indicated in Policy 5.13 and in this procedure. The campus/center student life officer shall have the authority to require an organization to submit a list of current members to verify compliance.

Student Organization Discipline. Student organizations may be disciplined per BCC Policy 6Hx2-5.02 governing Student Rights and Responsibilities/Student Code of Conduct.

Fund Raising Activities. With the prior approval of the campus/center chief student life officer, student clubs and organizations shall be permitted to engage in activities for the purpose of raising funds. Each organization shall be required to elect or appoint a treasurer who shall be responsible for collection and disbursement of the funds. He/she shall be considered responsible to the president of the organization, the advisor, the members, and to the College.

Fundraising projects such as bake sales, car washes, or candy sales are permitted provided the purchaser receives bona fide value for his money. Raffles or drawings, as defined by Florida Statutes, Chapter 616.091, are forbidden on or off campus. Any student organization or club that holds a fund raising activity shall pay all appropriate sales taxes as specified by the campus/center chief student life officer.

Only organizations authorized and approved by the College are eligible to solicit money, goods, or services from students, faculty, staff, or administrators. For further information, see Broward Community College Policy 6Hx2-5.21, Fundraising by Student Groups and Organizations.

Establishment of New Student Clubs. Requests for recognition of new student clubs are initiated through the appropriate Student Life office. Petitioners for recognition for a new
group must submit 3 copies of the following: (1) a list of officers and charter members (at least 6 students), (2) a completed petition form signed by the advisor, and (3) the constitution.

**Club Events.** Student club advisors or a designee shall be present at all club functions. Security shall be provided by off-duty police officers in unusual cases when the College may require their employment. Their wages shall be borne by the organization(s) sponsoring the event.

Any student organization or club may request the use of College equipment or materials for an authorized event or activity, provided that there is no prohibition for the use of same by students in other prevailing regulations. Organizations shall process their requests through the appropriate channels; clubs shall process requests through the campus/center chief student life officer.

**Community Service.** Each student club and organization shall provide members with an opportunity to participate in an organized service project either on campus or in the community.

Link to Policy 6Hx2-5.13