

STUDENT ORGANIZATIONS GUIDELINES

Pensacola Junior College recognizes student organizations that exist to promote the social, moral and educational well-being of their members. Recognition of an on-campus organization by the college is granted and maintained provided the organization demonstrates continued acceptable social behavior and sound fiscal management. The college delegates to the Student Activities office the authority to approve, censure or deny privileges to campus organizations. Such authority, however, is subject to review by the college President. Organizations seeking affiliation with other organizations not under the jurisdiction of PJC must first have the approval of the college President.

The Coordinator of Student Activities is available to organizations for counsel and assistance district-wide.

Final responsibility for the good name and standing of an organization rests solely on its members. All students organizations' regulations, and the provisions of student organizations' constitutions, must be consistent with the national, state and county laws, and the policies of the District Board of Trustees.

OBTAINING CAMPUS CHARTERS

To obtain a campus charter, representatives of a student organization must first consult with the appropriate SGA advisor. They must also provide the Advisor with the following:

1. Statement of purpose.
2. At least five (5) copies of proposed constitution.
3. List of bylaws incorporating the college's anti-hazing policy.
4. The name of the faculty advisor(s) approved by the campus Provost.
5. A list of prospective members who must be PJC students.

The Advisor will then present the charter request to the Student Leadership and Activities Office.

The SLA's recommendation for charter and one copy of the organization's proposed constitution will then be forwarded to the college President for review.

Common Responsibilities

1. To secure one or more approved advisors who either attend meetings or approve in advance the agenda for meetings. An advisor should be present at all meetings held after 5:00 p.m. An advisor may be any individual employed at PJC as an instructor, administrator or career service employee. Student Activities Manuals are available for all Advisors in the Student Activities office.
2. To accept all responsibility for organizational financial matters of the individual organization. No action on the part of any organization, collectively or by individual members, shall incur any indebtedness to PJC.
3. To furnish to the Student Activities office a complete list of officers and members. Also, to furnish to this office, within two weeks of the beginning of the spring and fall terms, the time and place of meetings and the name of the advisor(s). Any changes in the organization's constitution or purpose must be placed on file in the Student Activities office.
4. To limit membership to current PJC students maintaining minimum 2.0 grade point averages. Pledges may be inducted on the basis of at least a 2.0 GPA as reported on advisory grades.
5. To drop from membership immediately any member who fails to maintain the required 2.0 GPA.
6. To furnish to the Student Activities office three weeks prior to the end of the spring term a report consisting of the names, addresses and phone numbers of officers for the coming year, and a list of major activities engaged in during the past year.
7. To refrain from any type of hazing (see the anti-hazing laws).
8. Any SGA chartered club/organization that sponsors an activity/ event on or off the campus must submit a detailed outline of said activity to the appropriate campus Student Activities Coordinator a minimum of two weeks in advance of the activity. Each activity is to be approved by the Student Activities Coordinator in addition to the club sponsor and the Department Head of the facility being used (if held on campus). The Student Activities Coordinator will meet with the sponsoring organization to discuss their proposed plans and assist with ideas/suggestions to help insure the success of the activity. Again, all of the above must be completed a minimum of two weeks prior to the planned activity. Activity forms are available in the Student Activities office.
9. To complete and return a re-chartering request to the Student Activities office each term.
10. All funded clubs must present one campus-wide event per term I and II as well as other obligations set forth by the Student Activities office.

Penalties

Organizations failing to fulfill the above responsibilities are subject to the following penalties:

1. Forfeiture of social privileges.
2. Forfeiture of representation in student publications.
3. Forfeiture of representation in intramural or other competitive campus activities.
4. Forfeiture of campus charter.
5. Suspension of campus charter.
6. Suspension of individual members' right to participate in other campus activities or organizations.
7. Trial of officers or members suspected of violating the PJC Honor Code.
8. Any penalty as set forth in the college statement on student rights and responsibilities. Penalties may be prescribed for organizations by the SGA for infractions of a minor nature in accordance with procedures outlined in the college statement on student rights and responsibilities.

ORGANIZATION ACTIVITIES

Time

Evening activities may be held on campus on Fridays, Saturdays, Sundays or evenings preceding holidays. Registered social functions may be held on the campus or at a place approved in advance by the Student Activities office. Requests for approval of location should be submitted one week prior to the planned date of the activity.

Registered Activities

Approved social activities of student organizations must be registered in the Student Activities office. Registration of the activity is completed by filling out an activity form available in this office. If a club or organization enters into a contractual agreement with any group that will be using PJC facilities, a copy of said contract must be filed in the Student Activities office and reviewed before approval will be given to the activity.

Speakers

Guest speakers on campus must also be approved by the college. Completed applications for approval must be submitted to the Student Activities office at least 10 calendar days prior to the date of the proposed speaking engagement.

Chaperones

All registered social functions, either on or off campus, are required to have chaperones in attendance. The chaperones may be any advisor and spouse; or any couple, one of whom is employed by the college as a teacher, an administrator, or a member of the professional staff. Only employees of the college may receive student activity per diem expenses.

Chaperones shall exact appropriate conduct from attending students and shall effect proper regard for college regulations at social functions.

Instructions for chaperones, outlining their responsibilities, are available in the Student Activities office.