

Dear Students,

Welcome to, or in some cases, back to Florida Tech. As a Florida Tech student, you have the opportunity to participate in more than 100 organizations. Involvement in co-curricular activities will give you the chance to learn new skills, meet new people and have fun. Research has shown that taking a pro-active part in enjoying a multifaceted collegiate experience is the key to personal enrichment and ultimate success. The university learning opportunity is combination of two interdependent environments: the classroom and all the activities, events, organizations and services outside the classroom. We strongly encourage you to make the most of your time at Florida Tech and seek meaningful involvement in both environments. We guarantee that such involvement will benefit you both personally and professionally. The Office of Student Life is always ready to help you find your niche at Florida Tech.

This handbook contains information about managing your campus organization and the many opportunities available to you. University policies have been included to assist you with your participation in and supervision of your campus organization. You will find information on how to start a new campus organization and keep it going and how to plan successful, well-attended events. If, however, you do not find what you are looking for or have questions about any of the information presented here, please stop by the Office of Student Life (210 Denius Student Center). Here's to a successful school year!

Sincerely,

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Assistant Dean for Student Activities*

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Student Organization Manual
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General Regulations for Student Organizations

A recognized student organization is permitted to officially function at Florida Tech. To be a recognized organization and to use Florida Institute of Technology or the Florida Tech logo in its official title, a group must:

- Have a membership of at least 10 full-time students in good academic and disciplinary standing;
- Function in accordance with a written constitution and bylaws approved by the Office of Student Life and updated at least every two years;
- Comply with all university policies and regulations; all federal, state and local laws; and all regulations of parent organizations and university governing councils, as applicable;
- Accept responsibility for all financial obligations incurred and decisions made as an organization; and
- Have an active organization adviser who has been approved by the Office of Student Life and by the appropriate academic unit head (where applicable).

Note: In addition to the general regulations and policies outlined in this manual Fraternity and Sororities are responsible for many additional requirements as set by their Inter/national offices, the University, and the governing councils (IFC, Panhellenic). Many of these additional requirements may be found on page 27 of this document or in the appendix.

Official recognition will be denied to any organization that selects its membership on the basis of race, color, religion, sex, age or national origin (except inter/national fraternities and social sororities, which by their parent organizations have been determined to be single-sex). Only officially registered students at Florida Tech are eligible for active membership status in student organizations. Only full-time, officially registered students in good academic and disciplinary standing are eligible to serve as the chief executive officer (president, editor etc.) of student organizations. Other members of the Florida Tech community may be admitted as associate members, if the organization's constitution and bylaws permit. Associate members may not hold office, preside, officiate, vote or solicit funds on campus on behalf of the organization.

Registering a New Student Organization

The university requires that all organizations seeking recognition on campus undergo a formal registration process that includes the following procedures:

- Complete the New Student Organization Registration form in Orgsync by going to <https://orgsync.com/cas/florida-institute-of-technology>.
- Upload, a copy of the organization's constitution and bylaws as well as national constitution or bylaws (if applicable) in Orgsync. A sample constitution is available for review from the Office of Student Life or online at www.fit.edu/activities.
- Meet with the Assistant Director for Student Activities.
- Secure a letter of registration from the Office of Student Life.

Provisional Recognition Procedure

All new student organizations are granted provisional recognition for the purpose of establishing the formal organization of the group. Organizations granted provisional recognition have one semester to complete the registration process to become a formally recognized student organization. Organizations granted provisional recognition may use university facilities and resources to promote organizational meetings. Once all the information is provided by the prospective student organization, the Office of Student Life will review the materials. Once approved, the Office of Student Life will inform the organization president of the organization's registration status. Organizations with provisional recognition may NOT apply for SAFC funding. If the organization is not approved, specific reasons for the decision will be presented in writing to the organization. If necessary, a meeting will be called to address any questions.

Maintaining Recognition

To maintain official university recognition after initially granted, organizations are expected to comply with the following:

- Register with the Office of Student Life at the beginning of the fall and spring terms at www.fit.edu/activities.
- Maintain at least 10 active members and have them sign off on the liability form in Orgsync.
- Have a full-time faculty or staff member sign off to serve as your advisor in Orgsync at <https://orgsync.com/cas/florida-institute-of-technology>.
- Operate in compliance with university policies and regulations; all federal, state and local laws; and the regulations of parent organizations, where applicable.
- Keep a constitution and bylaws up-to-date (which implies that these documents should be updated at least every two years).
- Continue to accept responsibility for all financial obligations incurred and decisions made as an organization.
- Be represented at all leadership retreats, workshops and meetings deemed mandatory by the Office of Student Life.

Student organizations failing to comply with the above stipulations jeopardize their right to function as an official university organization and may lose all privileges afforded to such groups. Organizations that are not officially registered with the Office of Student Life will not receive approval for posting materials, special funding and insurance

coverage for club/organization university-approved events or permission to reserve and/or use university facilities.

Note: Fraternities and Sororities should see additional requirements starting on page 27.

Registration Benefits

The following benefits are currently available to officially registered student organizations:

- Use of the university name in conjunction with authorized programs and activities.
- Listing of the organization's name in university publications.
- Use of student center space and other university facilities for organization activities.
- Opportunity to use university materials (i.e.: sound system, sporting equipment, and publicity resources).
- The right to request master calendar dates and listings.
- Opportunity to request funding from the Student Activity Funding Committee (SAFC).
- Access to advertising areas and resources (i.e.: bulletin boards, TV 98, etc.).
- The opportunity to participate as a group in student activities and events (i.e. homecoming, intramural leagues or events, etc.).
- Insurance coverage for club/organization university-approved events.

Organization Responsibilities and Expectations

As a registered organization at Florida Tech, organizations are to assume and accept responsibility for:

- Sponsoring and supervising club programs.
- Safe operation of all programs.
- Proper use of facilities.
- Promotion and advertising of events. Events involving the university facilities shall identify the individuals sponsoring it.
- Proper posting of all promotional materials.
- Maintaining an active and worthwhile student-centered program.
- Taking reasonable steps to ensure that all activities of the organization comply with local, state and national laws, as well as Florida Tech policies and regulations and pertinent university governing councils (IFC, Panhellenic).
- Registering an up-to-date list of officers, adviser(s) and members each semester with the Office of Student Life at <https://orgsync.com/cas/florida-institute-of-technology>.
- Choosing a representative to attend all meetings and leadership programs sponsored by the Office of Student Life.
- Choosing a representative to attend weekly Student Government meetings in order to qualify for SAFC funding.
- Providing an opportunity for personal development through leadership positions, participation and coordination of educational programs and proper social functions.
- Developing a clear definition of their goals and ideals, and selecting and educating members as to the group's identity.
- Providing a way to serve the campus community and the community at large.
- Promoting Florida Tech through active participation in all campus events and developing positive relationships with other campus organizations.

Note: Fraternities and Sororities should see additional requirements starting on page 27.

Student Organization Advisers

Florida Tech requires that each registered student organization have an adviser. Advisers have been shown to positively impact the quality of the student organization by sharing their knowledge and experiences.

Group Advising

As stated above, every organization must have at least one official adviser.

The adviser must be a current, full-time member of the Florida Tech faculty or staff. All organizations select their own adviser. Assistance in finding an interested adviser is available through the Office of Student Life. The role of an adviser is to:

- Serve as a “sounding board” with whom students may discuss new ideas.
- Support the group.
- Intervene in conflicts between group members and/or officers.
- Be knowledgeable of policies that may impact the organization’s decisions, programs, etc.
- Provide continuity and stability as student leadership changes.
- Serve as mediator during organizational crisis.
- Give honest feedback to group members.
- Point out new perspectives and directions to the group and introduce new program ideas.
- Attend special events of the organization.

Serving as an organization adviser offers the faculty or staff member unique opportunities to:

- Get to know and work with students outside the classroom or office.
- Informally share knowledge and expertise on relevant topics.
- Have the opportunity to feel satisfaction and accomplishment through making a special contribution to a group of students.
- Serve as a resource and support contact to an innovative group of students.

Liability

The university views the role of student organization adviser as part of the employee’s normal work, and thus, extends liability insurance coverage to any member of the university community so engaged and acting within the scope of their position as an adviser. Anyone involved in this type of work, however, should exercise what the courts have described as “reasonable judgment” in the conduct of their responsibilities. In today’s litigious society, we all need to keep an eye on our exposure to liability. This should not, however, dissuade any interested person from serving as an organizational adviser. Questions about risk and liability should be directed to the Office of Student Life at ext. 8080.

Disciplinary Issues for Student Organizations or Groups

Groups and/or student organizations recognized by the university are subject to the same regulations as individual students. Violation of the University Code of Conduct by these groups falls under the jurisdiction of the student disciplinary system. Any group charged with violating the University Code of Conduct should have the right to be represented by

their president (or highest ranking elected officer) at any university disciplinary hearing. Group misconduct need not be officially approved by the entire membership to be considered grounds for possible disciplinary action against the group. There is no minimum number of group members who must be involved in an incident before disciplinary action may be taken against the entire group. An appropriate test, to determine whether a group may be held accountable for the conduct of individuals, is to ask whether it is likely that the individuals would have been involved in the incident if they were not members of the group, or if by group action, the incident was encouraged, fostered, or might have been prevented. In cases where a group or organization faces judicial action, each person participating in a violation may also be charged on an individual basis. Student organizations found in violation of university policy are subject to a maximum sanction of termination of recognition by the university or any appropriate lesser sanction. Lesser sanctions include, but are not limited to probation, restriction or suspension of the privilege to sponsor programs or events, loss of university funding, removal of officers, restitution for damages, and loss of facilities use, fines or a written disciplinary warning. Sanctions that suspend or limit a group or organization's privileges shall have a set time of duration, after which full privileges may be restored following a meeting with the dean of students or designee. Student organizations have the right to appeal any disciplinary sanctions as outlined in the University Code of Conduct. More information about the University Code of Conduct and disciplinary system can be found in the Student Handbook.

Note: Fraternities and Sororities should see additional requirements starting on page 27.

Events Where Alcohol is Present

In accordance with Florida State Statute, you must be 21 years of age to purchase, possess and/or consume any alcoholic beverage. Window displays of alcoholic beverage containers visible to the public are not allowed in any residential facility. *Note: Any displays of alcoholic beverage containers by students under the age of 21 are strictly prohibited.* Public consumption or intoxication, regardless of age, is prohibited. Kegs, beer balls or any other large containers of an alcoholic beverage (full or empty) are prohibited in or near all residential facilities. Any individual(s) or group wishing to have a party at which alcohol is present must have a Party Registration form on file with Student Life at least 48 hours before the event. Hosts of unregistered parties may be subject to disciplinary action.

Party Registration

The following is a list of expectations and guidelines regarding Standards of Conduct at parties held in Florida Tech residential facilities:

1. Any group or individual wishing to have a party at which alcohol is present in a residential facility must have a Party Registration form on file with Residence Life. Failure to register the party will result in it being shut down and all guests being asked to leave the premises.
2. The event must not exceed established quiet hours. Please note, quiet hours for all Florida Tech residential facilities begin at 10 p.m. Sunday through Thursday; and at midnight on Friday and Saturday. In addition, the Melbourne City Noise Ordinance is in effect beginning at 10 p.m. Any complaints about the noise level of the party may result in the party being shut down.

3. In addition to the university alcohol policies outlined above and on page 31, alcohol is permitted at the event only within the following specific guidelines related to residential facilities:
- a. The event is to be a closed BYOB event with distribution to individuals of legal age being monitored by a designated sober host or server.
 - b. Responsibilities include verification of age, refusal to serve intoxicated individuals and limiting distribution to one (1) serving at a time.
 - c. Kegs, beer balls or any other large or multiliter container of alcoholic beverages are prohibited in or near all residential facilities.
 - d. Consumption of alcoholic beverages outdoors and in public areas by individuals or groups is prohibited. The host of the party will provide monitors at all entrances to ensure compliance.
 - e. Alternative (nonalcoholic) beverages and food must be provided by the sponsoring group or resident host.
4. The resident host(s) sponsoring the party and their guests will abide by all university policies as outlined in the *Student Handbook*, Housing Contract and other academic unit/office publications.
5. The group/resident host(s) will be responsible for any and all damages to university property or the property of community members caused by its members or guests, unless the individual or individuals responsible can be identified and billed accordingly. This includes the costs associated with cleaning any area left in unsatisfactory condition at the conclusion of the event.
6. At no time should occupancy exceed 25 people per apartment; eight (8) people per residence hall room; or sixteen (16) people per Columbia Village Suite.
7. Residence Life staff and security personnel will be available to assist the resident host(s) with the enforcement of the above. In the event of a problem, it is expected that all members and guests will comply with the directives of the university personnel acting in performance of their duties.
- For additional information on the alcohol policy, see “General University Policies” in the Florida Tech Student Handbook.

Note: Fraternities and Sororities should see additional requirements starting on page 27.

Events Where Food is Served

When serving food to the public on campus (BBQ), you need to follow the guidelines below. Failure to abide by these policies will result in loss of privileges for future events where food is served. Complete the Food Policy form in Orgsync prior to your event for approval. It is recommended to print out a copy of the guidelines and have with you on site for your event.

1. Food stored off the ground/floor
2. Food covered or shielded for protection
3. Hot food has to be hot (140 degrees or above)
4. Reheat or cook foods at proper temperatures
5. Adequate supply of spare utensils need to be on site
6. Hot water to wash hands on site, soap, and paper towels (Container can be reserved through Student Life Office)
7. Gloves while cooking and handling food

8. Metal thermometer on site to check hot food to make sure hot food is thoroughly cooked (thermometer can be reserved through Student Life Office)

Hazing

Florida State Hazing Law

1. As used in this section, "hazing" means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of a postsecondary institution. "hazing" includes, but is not limited to, pressuring or coercing the student into violating state or federal law, any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity that could adversely affect the physical health or safety of the student and also includes any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student. Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.
2. A person commits hazing, a third degree felony, punishable as provided in s. 775.082 or s. 775.083, when he or she intentionally or recklessly commits any act of hazing as defined in subsection (1) upon another person who is a member of or an applicant to any type of student organization and the hazing results in serious bodily injury or death of such other person.
3. A person commits hazing, a first degree misdemeanor, punishable as provided in s. 775.082 or s. 775.083, when he or she intentionally or recklessly commits any act of hazing as defined in subsection (1) upon another person who is a member of or an applicant to any type of student organization and the hazing creates a substantial risk of physical injury or death to such other person.
4. As a condition of any sentence imposed pursuant to subsection (2) or subsection (3), the court shall order the defendant to attend and complete a 4-hour hazing education course and may also impose a condition of drug or alcohol probation.
5. It is not a defense to a charge of hazing that:
 - a. The consent of the victim had been obtained;
 - b. The conduct or activity that resulted in the death or injury of a person was not part of an official organizational event or was not otherwise sanctioned or approved by the organization; or
 - c. The conduct or activity that resulted in death or injury of the person was not done as a condition of membership to an organization.
6. This section shall not be construed to preclude prosecution for a more general offense resulting from the same criminal transaction or episode.
7. Public and nonpublic postsecondary educational institutions whose students receive state student financial assistance must adopt a written anti-hazing policy and under such policy must adopt rules prohibiting students or other persons associated with any student organization from engaging in hazing.

8. Public and nonpublic postsecondary educational institutions must provide a program for the enforcement of such rules and must adopt appropriate penalties for violations of such rules, to be administered by the person at the institution responsible for the sanctioning of such organizations.

a. Such penalties at community colleges and state universities may include the imposition of fines; the withholding of diplomas or transcripts pending compliance with the rules or pending payment of fines; and the imposition of probation, suspension, or dismissal.

b. In the case of an organization at a community college or state university that authorizes hazing in blatant disregard of such rules, penalties may also include rescission of permission for that organization to operate on campus property or to otherwise operate under the sanction of the institution.

c. All penalties imposed under the authority of this subsection shall be in addition to any penalty imposed for violation of any of the criminal laws of this state or for violation of any other rule of the institution to which the violator may be subject.

9. Rules adopted pursuant hereto shall apply to acts conducted on or off campus whenever such acts are deemed to constitute hazing.

10. Upon approval of the anti-hazing policy of a community college or state university and of the rules and penalties adopted pursuant thereto, the institution shall provide a copy of such policy, rules and penalties to each student enrolled in that institution and shall require the inclusion of such policy, rules and penalties in the bylaws of every organization operating under the sanction of the institution.

Good Academic and Disciplinary Standing

Students may hold office (such as president, vice president, editor, secretary, treasurer, coordinator, chair, etc.) in student organizations only if they hold a cumulative GPA of 2.5 and are in good disciplinary standing at the university. Good academic and disciplinary standing are defined in the Student Handbook and the 2009-2010 University Catalog. Good disciplinary standing means that a student is not currently on disciplinary probation, suspension or suspension in abeyance and all other university sanctions have been completed by the appropriate deadlines.

Note: Fraternities and Sororities should see additional requirements starting on page 27.

Use of Campus Facilities

Recognized student organizations may use university facilities subject to established written rules governing such use. Designated university facilities may be reserved when the university is in session, for meetings and other noncommercial events, by any of the following:

- Recognized student organizations for events related to the purposes of those organizations.
- Members of the faculty or staff for co-curricular events related to their university duties and activities.
- Organizations of university employees for events related to the purpose of the organization.
- Official alumni or similar university-related organizations, academic units and other offices of the university for events related to their purpose.

Event Registration and Reserving Facilities at Florida Tech

- All organization events must be registered with the Office of Student Life by completing an Event/Facility Request form at www.fit.edu/activities.
- Your group must be a registered student organization and have approval from the Office of Student Life before reserving any space on campus.
- Student organizations may reserve academic spaces on campus after the first two weeks of each semester.
- To make a room reservation, an event/facilities request should be submitted online at least one week before your event. Although every attempt will be made to accommodate last minute requests Florida Tech does not guarantee that a response will be given if the request is made within one week of the event.
- If the event will cater to more than 200 people than a major event form must be completed and turned into the Office of Student Life at least one month prior to the event.
- If alcohol is present the group must complete the social event form and return to completed form into the Office of Student Life
- Any event where amplified sound will be present (speaker or amps) a sound permit must be applied for. This may be done by completed the Sound permit form and returning it completed to the Office of Student Life at least one month prior to the event.

Once you have reserved the space:

- You may begin advertising. Make sure you have all fliers stamped by the Office of Student Life before posting.
- Arrangements for serving food at your event may be made by calling:
 - Evans Dining at ext. 8040, specializing in picnic supplies, bulk orders and lunches for pick up.
 - The Rathskeller at ext. 8007, specializing in pizzas and Otis Spunkmeyer® cookies.
 - SUB Catering Services at ext. 8077, specializing in full service catering, receptions and dinners. Complete the Food Service Request form available in the Office of Student Life or at www.fit.edu/activities before placing any food orders.

Events that involve Amplified Sound

The following policy shall be implemented when a sound permit is obtained or when one is required by the City of Melbourne, Florida and while the event is in progress.

At least one month prior to the event requiring a sound permit, the organization having the event shall ensure one is requested and pay the fee. This may be done by indicating the need for the permit on the Major Event Request Form and by completing the sound permit form located in the Student Life Office. If you are unsure if the event needs a permit you may contact the Office of Student Life or Campus Security.

A copy of the permit shall be in the possession of the requesting party and on site during the event, a copy will also be given to the Office of Student Life and to Campus Security.

The day of the event the following procedures shall be followed:

1. Either the requesting party or the Director of Security shall notify the Melbourne Police Department (MPD) of the event and inform them that:
 - a. There is an event requiring a permit
 - b. The times of the event
 - c. The exact location of the event

- d. The name and cell phone number of the person with the permit or the number of security.
- e. That we have a sound meter and will be monitoring the event to ensure compliance with all applicable Melbourne City sound policies.
- f. That if they receive any complaints about sound they can call the person in charge (PIC) or Security to report the complaint. We will inform them that we will gladly use the meter to ensure that we are in compliance.
- g. Obtain the name of the officer or dispatcher calling you.
- h. After checking the sound meter for compliance, the PIC will call the police officer or dispatcher and thank them for calling and let them know of the decibel reading and that we have taken care of the situation.
- i. If the MPD insists on sending an officer, we will show them the meter and that we are in compliance.
- j. If there is any insistence by the responding MPD officer to shut down the event, the person in charge of the event who is holding the sound permit shall respectfully request that a supervisory officer respond and upon his arrival show the supervisor the meter and its readings.
- k. If at that time, we are unable to comply with the requirements of the permit or the MPD insists that the event be stopped, we will comply. The PIC will also contact a security supervisor
- l. At no time will any person in negotiations with MPD argue. We will be polite and comply with all their commands.
- m. At the conclusion of any MPD involvement, whether the event was stopped or not, a memo outlining the circumstances shall be made and copies delivered to the Dean of Students and the Director of Security. The Director of Security shall be informed via phone about the incident as soon as practical after the incident either by the PIC or the responding Security officer.

Monitoring Device

The current device being used is a Sper Scientific Sound Level Pen, Model 840018. It uses 2 AAA batteries. It is contained in its original shipping container. Prior to its use the batteries shall be inserted in the correct manner as indicated by the meter. Be careful to insert the batteries to prevent damage to the meter. To turn device on, hold down the MAX HOLD button until the numbers 188.8 are displayed on its screen. Release button and the ambient sound levels will be shown. Prior to use, place the foam windscreen onto the top of the device being careful not to rip the foam. The device is ready to be used. To turn power off, hold the MAX HOLD button for 2 seconds. The word OFF will be displayed and then the screen will go blank. The device is now off. To conserve battery power it is not recommended that the power remain on when not in use. Device must be kept dry. Try and prevent wind from causing measurement errors

Use of Monitoring Device

When the device is used, take a couple of readings near the speakers. Walk to the far edge of the university property to take readings. Holding the device at shoulder height, point the device at the source of the sound. To be in violation, the ambient noise must be over 60 decibels for 10 minutes in duration.

Event Management Software (EMS)

When you schedule any space on campus through University College, your event will be entered into the EMS database. One important feature of this database is a link to the university's Web site and TV 98, where events are displayed. When you fill out an Event/Facility Request Form or Major Event form, you will have the option to choose for your event to be shown on the Web site and TV 98, and to have your event linked to your own Web site. Axis TV is a network-based bulletin display system with monitors located throughout campus. With Axis TV, anyone on campus with a cable connection can view upcoming events on TV 98. Organizations can design and publish creative and powerful message bulletins in seconds. Organizations will be assigned a username and password for Axis TV. Contact the Office of Student Life for your organization's username and password. Check it out on TV 98—we hope you'll take advantage of this great way to advertise and get the word out about your events. For more information, call Conference Services at 674-8125.

Maintenance Requests (Office of Facilities Management)

Recognized student organizations desiring services from Facilities Management should send e-mails to facilities@fit.edu at least two weeks before the event, including a contact name, organization name, phone number and the items needed, with the date and time. In an emergency, call Facilities Management directly at ext. 8038 to place the order. For all major events, please meet with the Assistant Dean for Student Activities before requesting services and ensure that the Major Event form, Social Event Form, Sound Permit form or any other necessary documentation has been completed and returned to the appropriate office.

Student Activities Van Policies

1. A van will only be given to currently registered organizations for use with groups of over four (4) passengers. Requests must be submitted no less than two (2) weeks in advance.
2. An advisor or another member of the faculty, staff or administration must accompany all approved, funded travel outside the state of Florida. Documentation of a chaperone must be indicated on the space provided on the front of this form.
3. Organization must have prior approval of SAFC (for SAFC funds) or the organization (for organization funds) before requesting van use.
4. Any tickets (moving violations, parking violations or otherwise) given by police or campus security are the sole responsibility of the driver of the vehicle. Organization funds will not be used to pay for tickets.
5. Organizations will be charged \$0.25 per mile plus the cost of gas used.
6. The van must be returned CLEAN. If the Van is returned dirty, the organization will be charged a \$50.00 cleaning fee.
7. It is the responsibility of the driver to inspect the van prior to accepting the keys. If there are any body damages (dings, dents, etc.), please fill in the Body Damage section of the Check-in/Check-out Form. If the body damages exist before departure, you must specify this on the van form. Damages that occur or those that are unaccounted for may become the responsibility of the campus organization.
8. All drivers must be registered with the Department of Vehicle Maintenance and the Office of Student Life. Any organization found to be using the van with a non-registered driver may be brought up on Code of Conduct or Organization charges.

9. Organizations are not permitted to have copies of the vehicle keys made. If additional keys are required, please request them from transportation.

Department Use Van Policy

1. Because the Student Activities vans were purchased using “student funds”, requests from student groups, clubs and organizations take priority during the academic year. Requests must be submitted two (2) weeks in advance.
 2. There are two vans that we will rent out at a weekly rate of \$150 per seven day week or \$30 per day, plus \$0.25 per mile.
 3. The van is given out with a full tank of gas and must be returned with a full tank. (User will be charged \$4 per gallon for Vehicle Maintenance to fill it.) This rate may increase as fuel prices increase.
 4. The van must be visually checked upon pick-up and return (as the “user” is held financially responsible for all damages).
 5. Only licensed/approved drivers may drive the vans.
 6. Only one of the vans can “leave the state” (it is the Dodge Van) and a Faculty Member must accompany the group. A class D license is required to drive this van.
 7. Number of people transported in the van must not exceed the recommended occupancy limit.
 8. No alcohol in the van.
 9. Van must be returned in the condition it was at pick-up or a \$50 cleaning charge will be applied.
- Any “revenue” from the above charges goes in to the upkeep and maintenance needs of the vans

Financing Student Organizations

Fund Raising

Funds raised by student organizations may be expended in any manner that is consistent with the purpose of those organizations. Such funds are subject to local, state and federal laws and to financial accountability by the Office of Student Life. Student organizations may sell materials related to the purpose of those organizations and may collect dues, initiation fees, donations and admission charges at locations approved by the Office of Student Life and at organizational meetings. Student Organizations must use an on-campus account with Student Life and are NOT permitted to have off-campus bank accounts of any kind unless required by the parent organization. Student organizations are subject to the following restrictions in raising funds:

- No organization has the right to disturb or infringe on the privacy of the residents of university housing, study lounges, offices, dining halls, etc. or disturb or interrupt the conduct of classes for the purpose of raising funds.
- The Office of Student Life (using the Event/Facility Request form located at www.fit.edu/activities) must approve all fund-raising events. In addition, all items to be sold for fund-raising purposes, as well as the logo design, artwork and copy to be imprinted on the items, must be approved by the Office of Student Life prior to being ordered. Use of the official university logos should follow the graphic identity program at <http://www.fit.edu/upub/identity/intro.html>. Generally, fund-raisers scheduled to occur during Fall New Student Orientation or commencement will not be approved.

- Student organizations may use space in the Denius Student Center for approved fund-raising activities. To obtain space in the Denius Student Center, an organization should contact the Office of Student Life.
- All fund-raising events must be scheduled at least two weeks in advance with the Office of Student Life.
- All monies raised through approved fund-raising activities or SAFC funded activities must be deposited and reported to the Office of Student Life the first business day following the event.
- Organizations wishing to raise money through donations from outside resources should first check with the university's Office of Development (ext. 8962), located in the Allen S. Henry building (Bldg. 546).
- Student organizations that conduct fundraisers involving food must follow these stated guidelines: All food must be prepackaged and store/company bought. Homemade items will not be permitted to be sold.

Note: The Office of Student Life may limit fundraising activities to prevent conflicts among fundraising operations and to protect organizations from undue outside pressure from professional fundraisers.

Resources

Printing

Most student organizations need printing and duplicating services many times during the year. Here are some hints on printing and duplicating that will assist you:

- Office copy machine: The Office of Student Life has a copy machine that is available to all registered clubs and organizations for making limited copies (50 copies/day). Organizations must provide their own copy paper which may be purchased through the Office of Student Life at a discounted price.
- Printing Services: The Copy Center (located in the R.A. Work Jr. Building) provides printing services to all recognized clubs and organizations for all copying needs. To have copies made, obtain a Copy Center Request for Printing form available in the Office of Student Life. Take the original(s) and the form to the Copy Center. Make sure that enough time is allotted for copy jobs. Copies can either be charged to your organization's university account or paid for in cash.
- Off-Campus Printing: There may be occasions when you want to have your printing/duplicating work done by an off-campus printing service. A number of reliable printing companies with whom the university conducts regular business are located near Florida Tech. Consult with the Office of Student Life.
- You should also obtain an estimate before having your work done because outside printers are generally more expensive than the university's services.

Note: All advertising that is prepared for distributing or posting on campus must have the Student Life "Approved for Posting" stamp on it (whether it is printed on campus or off campus). If you are printing large quantities of fliers, stamp your original copy before printing.

Posters or fliers that advertise any event at which alcohol is served (whether or not the advertisement indicates such) will not be approved for distribution or posting unless it has been previously discussed and approved by the Office of Student Life. Please consult the Posting Policy.

Telephone Calls

Organization office telephones are to be used for organization business only. The Office of Student Life receives and carefully reviews the monthly billing for each of these telephones. If it is noted that personal phone calls are being made, the student(s) involved will be required to pay for these calls and the organization will lose the privilege of having access to the telephone. In addition, the organization could lose the right to have an office during the rest of that academic year. Organization officers may, with permission, make any necessary telephone calls (on a limited basis) in the Office of Student Life.

Organization Mailboxes

Every recognized organization has a mailbox in the Office of Student Life. All mail received in the Office of Student Life is distributed to these boxes on a daily basis. Organization officers should check their mailbox on a regular basis (at least twice a week) for important mail. If the organization is very active, a daily check may be necessary. Mail will not be forwarded to campus box numbers. Notices of retreats, club registration, information forms and all-organization meetings (through the Office of Student Life) will be sent through these boxes. Failure to respond to notices placed in your box could result in loss of recognition by the university.

Organization Offices

All recognized organizations are eligible to apply for office space in the organization work area, located on the second floor of the Denius Student Center. If space becomes available, applications will become available to all organizations. The Student Life staff will review all applications to determine the need of each applying group for office space. Office space is limited; thus, we cannot provide offices to every organization. In some cases, a recommendation may be made that organizations share an office to accommodate as many organizations as possible. Any organization that is granted office space must keep office hours. If an organization cannot keep regular office hours, the office space will then be taken away from them. Organizations that currently occupy an office in the organization work area will be given priority in office space decisions, if they utilize the office in a productive way and have kept regular office hours. If an organization loses its office, loses its recognition, or relinquishes its control of an office at any time during the year, the office will go to the next organization on the waiting list. The Office of Student Life will settle disputes involving office space.

Tables and Tents

A maximum of two tables may be made available on a daily basis in the Denius Student Center (SUB) first-floor hallway, but only one table can be used per group. A university academic unit or organization may reserve a hallway table providing that another group is not already booked for that location. If tables are needed, in other locations on campus, arrangements must be made through the Office of Student Life by

the academic unit or organization requesting them. Tents can be erected in the Denius Student Center Plaza, the residential quad or the academic quad areas. These tents must be above-ground tents and arrangements must be made through the Office of Student Life. A permit needs to be secured from the City of Melbourne through Facilities Management for tents larger 10'x 10'.

Conferences and Trips

The Office of Student Life encourages all student leaders to participate in outside professional conferences and to plan and undertake appropriate field trips. Participation in such events exposes our students to new and innovative ideas and allows the university to interact with other such institutions in a professional manner. The following regulations and guidelines pertain to such travel:

- All travel (whether to conferences, conventions or field trips) should be approved in advance by the Office of Student Life or in the case of academic societies, the appropriate academic unit.
- Student organization money may be used, if available, to finance such endeavors, but these expenses should be included in the yearly budget reports prepared by the organization's treasurer and approved by the organization president. Such money may be used to cover the following expenses:
 - Travel costs
 - Conference fees
 - Hotel expenses
 - Reasonable meal costs (see guidelines for travel expenses in the Office of Student Life)

Organization money may not be used for the following types of expenses:

- Alcoholic beverages
- Telephone calls
- Hotel-room movies
- Personal items

Remember that you will not be reimbursed for any conference expenses that were not approved in advance. Also, remember that you should plan for these trips well in advance because the Financial Coordinator needs at least two weeks to prepare any checks that need to be sent. For travel outside of Florida, a full-time faculty or staff member must accompany the organization. Student leaders represent both the university and their respective organization when they attend such events. Therefore, behavior, decorum and dress should be exemplary. The Office of Student Life will assist any organization in planning and conducting travel, or answer any questions pertaining to this topic.

Note: Fraternities and Sororities should see additional requirements starting at page 29.

Solicitation/Event Policy

Vendors are not permitted on university property unless sponsored by a university academic unit or organization, providing the university academic unit or organization has reserved an area for them. Before a reservation can be confirmed on an area for vendor use, a copy of a completed Event/Facility Request form for the sale or event must be on file in the Office of Student Life. Event/Facility Request forms can be found at www.fit.edu/activities. Academic units or organizations may not sponsor more than three

vendors per semester. Vendors are permitted a maximum of three days per semester once they are sponsored. No credit card companies, other than the Florida Tech Alumni Association credit card, will be allowed to solicit on campus.

Policy of Students Holding Leadership Positions

The Office of Student Life has adopted the following policy with regard to the same students holding leadership positions in specific organizations or programs concurrently. Students may not concurrently hold more than one of the following positions:

- President of the Campus Activities Board
- President of the Student Government
- President of the Interfraternity Council
- President of the Panhellenic Council
- General Manager of FITV
- Editor-in-Chief of the Crimson

Office of Student Life Posting Policy

In an effort to promote better communication and give a better appearance to our campus, the Office of Student Life has established this policy to keep the bulletin boards organized and up to date. Note: This policy applies to all bulletin boards on the university campus. The only bulletin boards that are exempted are those controlled by academic units, university offices and those bulletin boards and/or posting surfaces in the residence halls (which are under the jurisdiction of Residence Life).

1. All organization fliers or mailings must be approved by the Office of Student Life and have the STUDENT LIFE APPROVED stamp before distribution through campus mail.
2. All posters, fliers, banners, signs and announcements (from this point forward all will be referred to as “posters”) must be approved by the Office of Student Life and have the STUDENT LIFE APPROVED stamp. The stamp must be clear and easy to read on the poster. Posters must be brought to the Office of Student Life to be stamped and dated by a member of the Office of Student Life staff. The hanging of posters is the responsibility of the group/person that is sponsoring the poster, not the Office of Student Life. The office requires that posters are stamped before they are copied. Posters without stamps will be removed.
3. The date on the poster indicates when the poster must be taken down. Individuals/organizations who hang the posters are responsible for removing them on the indicated date. A poster may not be posted for more than one month. New versions of the poster may be approved.
4. Only one (1) poster per event/activity on a bulletin board will be permitted. Mass canvassing on a bulletin board will result in removal of all advertisements.
5. Posters are permitted on bulletin boards and other approved locations such as the exterior walls immediately adjacent to the entrances to the Denius Student Center (SUB), the windows adjacent to doors of the SUB and Evans Library. Posters are not permitted on walls, painted surfaces, windows, doors, plastic classroom change holders (in academic quad), trees, bridges, concrete or asphalt areas, trash cans or other pieces of university property. Anyone found in violation of this policy may be fined or lose posting privileges.
6. Information on posters must be correctly spelled, dated and contain enough information in English so that accurate, timely communication results. Posters must state

which organization/academic unit is sponsoring the advertising/ event. Any poster containing information that violates the policies of the university in reference to content or good taste will not be approved. Anyone found hanging posters containing such information may lose their posting privileges.

7. Posters or fliers that advertise any event where alcohol is served (whether or not the advertisement indicates such), will not be approved for distribution or posting.

8. The words beer, wine or liquor, or any slang terminology implying alcohol consumption or abuse will not be permitted.

Note: Closed parties may not be advertised on or off campus (see University Alcohol Policy—Closed Parties, for additional information).

9. Outside organizations, businesses, vendors, etc. may only post one (1) poster on campus. The only exception to this rule is when an outside agency is sponsored by a department or organization. In this case, the academic unit or organization name must be clearly displayed on the advertisement.

10. Posters will not be permitted on the For Sale, For Rent or other reserved boards in the Denius Student Center.

11. If an organization, academic unit or individual continually violates the Posting Policy, they may be fined, brought up on organization or disciplinary charges, or lose their posting privileges. The academic unit, organization or individual responsible for the alleged violation will be notified in writing prior to any formal sanctions being imposed.

Contract Policy

Only authorized representatives of the Florida Institute of Technology may enter into legally binding contracts, letters of intent, requests for services, etc. Students, Student Organizations, and/or their Advisors are NOT authorized to enter in to any agreement with a third party on behalf of the university. For more information or questions please contact the Office of Student Life, ext. 8080.

Note: Fraternities and Sororities should see additional requirements starting at page 27.



Civic Engagement Initiative *Florida Tech*

Florida Tech's Civic Engagement Initiative seeks to provide opportunities for students and employees on our campus and in the surrounding community matching community needs with student and employee interests as well as develop individual and collective actions designed to identify and address issues of public concern.

The Office of Student Life tracks community service hours, professional association volunteer hours, fundraising dollars as well as item donations for students, faculty and staff via a web-based tracking system. In an effort to match volunteers with opportunities of interest, local agencies and organizations will be able to post ongoing and one time volunteer opportunities as well as item requests on the web system for students, faculty and staff to choose from.

There are three areas we track:

Campus Service - hours worked on campus for various events.

Community Service - hours completed working in the local or extended community.

Philanthropy - money raised for any charity.

All individuals and organizations are encouraged to participate in the online reporting system. Individuals and groups can track their hours for campus service and community service as well as fundraising donations. To track your contribution simply follow the steps below:

1. Go to www.fit.edu/civic.
2. Click on the system link at the bottom of the page.
3. Enter your Tracks user id and password.
4. Register.
5. Pick one organization to receive your hours.
6. Then enter your hours or dollars.

The administrator will then approve your entry. If you have questions about what counts in each area, how many hours are required for award or questions in general please see our website at www.fit.edu/civic or call the Office of Student Life at 674-8080.

Student Activities Fund Document

1.0 Purpose

The mission of SAFC is to foster growth and excellence in the student experience at Florida Tech. SAFC will fund activities that comply with the following guidelines, irrespective of the viewpoint of the organization, and in accordance with the current edition of the Student Organization Manual and Student Handbook. The committee will not fund activities, which fail to comply with the prescribed guidelines in the SAFC document.

2.0 Committee Setup

2.0.1 The purpose of the Student Activities Fund Committee (SAFC) is to:

2.0.1.1 Distribute the funding to those organizations that apply.

2.0.1.2 Determine the appropriateness of organization's funding requests and approve or deny them.

2.0.1.3 Interpret guidelines and funding decisions should questions arise.

2.0.1.4 To debate each request in a fair and impartial manner based on the event/program and how it benefits the campus community and the organization.

2.0.1.5 To fund student activities effectively and efficiently.

2.0.1.6 To make SAFC more student friendly.

2.0.2 The SAFC must follow the guidelines stated in Section 5.0 of this document. Any violation of this document by one or all of the SAFC members is grounds for dismissal (see Section 3.3.1).

3.0 Voting Members (8)

Voting members have full privileges regarding discussions and decisions on all issues being moved except those involving an organization to which that member belongs.

3.0.1 Treasurer of Student Government (1).

3.0.2 President of the Campus Activities Board (1) or his/her designee from the Executive Board.

3.0.3 General Manager of FITV (1) or his/her designee from the Executive Board.

3.0.4 Editor-in-Chief of the Crimson (1) or his/her designee from the Executive Board.

3.0.5 Appointed Members-at-Large (2)–These members are appointed by the President of the Student Government and approved by a majority vote of two the Senate. Appointees must meet eligibility requirements found in Section 3.0.8 of this document.

3.0.6 Elected Members-at-Large (2)–These members are elected by the Student Body during elections held by the Student Government in the Spring semester. Candidates that are elected will serve a term of one year starting at the beginning of the fall semester. Candidates must be nominated by any three students at a Student Government meeting. Candidates must meet the eligibility requirements found in Section 3.0.8 of this document.

3.0.7 Members-at-Large eligibility requirements

3.0.7.1 Members-at-Large must be approved by the Financial Coordinator of Student Activities and the Dean of Students.

3.0.7.2 Members-at-Large must have a minimum cumulative GPA of 2.50.

3.0.7.3 Members-at-Large must not be on probation or disciplinary/ academic suspension.

3.0.8 Removal of Members-at-Large

3.0.8.1 Elected Members-at-Large may be recalled by Article VIII of the Student Government Constitution.

3.0.8.2 All Members-at-Large may be impeached as by Article VII of the Student Government Constitution.

3.1 Non-Voting Members (2)

These members do not have an active role in the final decision of the committee.

3.1.1 Dean of Students

This member, or designated representative, is the advisor for the SAFC.

3.1.2 Financial Coordinator for Student Activities

This member has the following duties:

3.1.2.1 Corresponds with and keeps a detailed record of all business performed in SAFC meetings and informs the various organizations the status of their requests.

3.1.2.2 Collects all SAFC funding request forms from the SAFC mailbox and makes the copies needed for the meeting (one per member).

The Financial Coordinator retains original forms.

3.1.2.3 Releases SAFC allocations to the Crimson after primary funding allocations are made.

3.2 Duty Positions

All Duty Positions with the exception of the Chair are elected by the SAFC in a popular vote. The Treasurer of Student Government will automatically assume the chair position.

3.2.1 Chair

3.2.1.1 Schedules meeting times to accommodate the greatest number of SAFC members.

3.2.1.2 Serves as spokesperson for the committee in dealings with University organizations and administration.

3.2.1.3 Serves as Parliamentarian at all SAFC meetings.

3.2.1.4 Keeps a detailed record of all funds obtained and disbursed through the Student Activities Fund.

3.2.2 Vice Chair serves as Chair when the selected Chair is not able to attend a meeting or when the Chair can no longer perform the duties assigned.

3.3 Member Removal

3.3.1 Dismissal

If a member of the SAFC violates the stipulations set forth in this document, or violates the integrity of the Committee, the Chair will dismiss him/her. Members are excused as determined by the Committee.

3.3.2 Substitutions

3.3.2.1 The appointed positions will be substituted by their organizations Executive Board.

3.3.2.2 If the Members-at-Large and/or the appointed positions cannot be filled, the remaining SAFC members may appoint a replacement by a majority vote, which must be approved by the Student Government Senate.

4.0 Meetings

4.1 Attendance

4.1.1 A member of the SAFC cannot receive more than two unexcused absences.

4.1.2 No business may take place without an advisor.

4.2 Quorum

A Quorum exists if there is three-quarters of the voting members present.

4.3 Fund Disbursement

- 4.3.1 Fund disbursement will be handled using the guidelines of Section 5.0 of this document.
- 4.3.2 The SAFC Chair will preside over the proceedings and serve as Parliamentarian.
- 4.3.3 All disbursements must be approved by majority vote of SAFC.
- 4.3.4 An SAFC member may not vote on any matter that involves an organization with which that member is affiliated.
- 4.3.5 An SAFC member may not speak on any matter that involves an organization with which that member is affiliated. Questions regarding an organization that has a member on SAFC should direct questions to another member of the applying organization.

5.0 Fund Usage

5.1 Qualifications

5.1.1 Any organization requesting funds must be currently registered, have a current constitution on file with the Office of Student Activities, have no off campus bank accounts (excluding organizations required by their national/international chapters to have one), and must be actively represented in Student Government.

5.1.1.1 An organization is actively represented so long as some member of that organization is in attendance of at least 75 percent of Student Government senate meetings every calendar month throughout every academic year. Exceptions may be made at the discretion of the Student Government Executive Board.

5.1.2 Individual Residence Hall Councils must apply for funds through the Residence Hall Association.

5.1.3 Student Government may apply for funding only when the funding will be used for campus wide projects and not be used for internal purposes.

5.2 General Policy and Criteria Considered in Fund Allocation

5.2.1 The amount of funding available from SAFC.

5.2.2 The extent to which the proposed program/material is likely to entertain, educate and/or strengthen the Florida Tech student body.

5.2.3 The commitment of the activity sponsors to the execution of the activity.

5.2.4 The historical performance and the projected needs of the activity for the period to be funded.

5.2.5 The amount of outside funding the activity has previously received and the potential for additional funding from other sources.

5.2.6 The goals of the organization's primary activities.

5.2.7 To promote a variety of student activities

5.3.1 Operational Budgets

Each qualified student organization will be allocated an equal amount per semester to cover general operating expenses and internal events, upon receipt of appropriate paperwork.

5.3.2 Conferences/Competitions

Each qualifying organization may receive up to a maximum dollar amount (to be determined during Primary Funding).

5.4 Nonfundable purchases:

5.4.1 Alcoholic beverages

5.4.2 Equipment such as, but not limited to, furniture, computers, printers, VCRs, cabinets, chairs, uniforms, outing equipment etc. Exceptions will be made at the discretion of the funding committee. All approved equipment purchases are property of Florida Tech, must remain on university property, and must have an up-to-date inventory at the end of each academic year. Individual members must pay for missing items before

any organization can be considered for future funding. After the academic year, an organization may be ineligible for funding if an inventory list cannot be provided.

5.4.3 SAFC funds may not be used to purchase capital equipment.
Capital equipment is any tangible nonexpendable property having a useful life of more than one year and an acquisition cost of \$500 or more per unit.

5.4.4 Individual membership dues or other items of personal benefit

5.4.5 Paying off existing debts or financing loans.

5.4.6 Projects, programs or services that are a duplication of such activities or services already provided by university departments or other student groups that have SAFC funding for similar types of events.

5.4.7 Personal clothing items, i.e., t-shirts, jackets, hats, etc. Exceptions may be reviewed by the budget committees.

5.4.8 Private lessons.

5.4.9 Legal fees.

5.4.10 Charitable organizations, donations, scholarships or other philanthropy.

5.4.11 Fundraiser expenses cannot be funded.

5.4.12 Food and/or beverages purchased for consumption at general meetings of an organization.

5.5 Fiscal Planning

5.5.1 Preparation

5.5.1.1 During the Spring Semester, all organizations will be requested to submit a Fiscal Planning Proposal.

5.5.1.2 The Proposal will encompass all events held by that organization from the Summer Semester to the following Spring Semester inclusive, and will consist of a cover form followed by a series of Fund Request Forms (used for event planning, Section 5.2).

5.5.1.3 All Proposals are due by the eleventh week of the Spring semester.

5.5.1.4 The Committee will decide on which proposals or portions thereof to grant funding based upon Sections 5.1 and 5.2 of this document and funds available.

5.5.1.5 Eighty percent of the fund or another percentage designated by the SAFC shall be allocated during this process. This percentage must include the allocation of Operational Budgets.

5.5.1.6 Operational Budget amount and Conference/Competition amounts will also be determined at this time.

5.5.2 Process

5.5.2.1 Organizations seeking funding from SAFC for the following academic year must apply during the authorized budget request period the 11th week of the spring semester

5.5.2.2 Those wishing to make a special request for funding during the current academic year do so through the Secondary 7 Budget request period. The budget process begins during the Fall and this period will be announced in various publications.

5.5.3 Budget Request

An organization representative must pick up a Budget Request Packet from the Student Activities Office to apply for funding. This packet will include information on eligibility for funding, deadline for submitting requests, and instructions for completing budget requests. The following requirements are mandatory:

5.5.3.1 Prior to submitting deadline a representative of each organization requesting funding must attend one of the two pre-budget seminars held by the Office of Student Activities. These seminars will explain the budget process and address additional questions.

5.5.3.2 The Proposal(s) will encompass all events held by that organization from May 1, 2009 to December 30, 2009 and will be submitted in the budget request packet.

5.5.3.3 All information requested in the Budget Request Packet must be disclosed.

5.5.3.4 Each organization that has submitted a budget to the Asst.

Dean for Student Activities will have the opportunity to be advised on their budget prior to submission.

5.5.3.5 The packet must be submitted by 4:30 p.m. on the deadline date.

5.5.3.6 Any organization not meeting these requirements will be ineligible for funding. Only under extenuating circumstances, decided by a two thirds vote of SAFC, will exceptions be made.

5.5.4 Deliberation

5.5.4.1 All explanations and pleadings of the budget will be submitted.

Once all budget proposals have been completed, SAFC will deliberate and recommend allocation.

5.5.4.2 SAFC will deliberate the 13th and 14th week of the semester.

5.5.5 Primary/Secondary Funding Appeals

If an organization or individual finds the budget recommendations unsatisfactory, an appeal may be filed. The appeals process is as follows:

5.5.5.1 An appeal, stating the basis for the request for reconsideration, must be submitted in writing to the Office of Student Activities.

5.5.5.2 The appeal must be submitted no later than 5:00 p.m. on the third day after notification for primary funding and seven days for secondary to the Office of Student Activities.

5.5.5.3 SAFC will review the appeal and reach a final decision by a two thirds majority of present voting members.

5.5.5.4 A representative from the organization will have the opportunity to attend the appeals process.

5.5.6 Action on the Budget

5.5.6.1 SAFC shall recommend the yearly allocation of student activity fund to student organizations.

5.5.6.2 SAFC shall either approve as submitted or disapprove with specific recommendations for changes to be made. SAFC shall then reconvene, act on recommendations for change, and recommend approval or disapproval.

5.6 Event Planning (Secondary Funding)

5.6.1 Meetings

5.6.1.1 SAFC meetings, which encompass event planning, will be held every week (barring unforeseen circumstances), with the first meeting being held no later than the second week of the Fall Semester.

5.6.2 Process

5.6.2.1 A Request for Funding Form must be filled out in entirety to be eligible for secondary funding and be turned in three weeks prior to the event in order to be eligible for funding.

5.6.2.2 Events denied primary funding cannot reapply for secondary funding, except for lack of funds, and events denied in secondary cannot reapply for that academic year. Or if the appeals process is complete in both cases.

5.6.2.3 Any Student Activities Fund money, which exists after the Primary

Funding has been distributed for the semester, may be used at this time. This includes money that has rolled over from previous semesters along with unused money returned from organizational accounts.

5.7 Verification

5.7.1 All requests for reimbursement must be turned in within ten (10) working days after the event.

5.7.2 If, at any time, it is uncovered that the organization did not execute the activity for which funding was received, or used monies for non-fundable purposes the organization forfeits all funds allocated for that event.

5.7.3 All decisions of the SAFC are FINAL after the appeals process is complete or the denied organization has waived the right to appeal by not filing within the time limits for appeal. If there are any problems with an organization, which cannot be resolved within the guidelines set forth in this document, the policy issue will be resolved by the Student Government Senate.

5.7.4 Designated funds must be used for the event purposes, however if the committee is notified monies can be transferred for other purposes within the event.

5.7.5 SAFC reserves the right to redistribute allocated funds from one event to another event on a case by case basis. However, funds can only be reallocated once and the organization cannot reapply for funding for the forfeited event.

5.7.6 SAFC reserves the right to rescind and/or freeze funding if an organization does not maintain active representation in Student Government. However, a warning will be issued upon the first infraction and before any action is taken. If the organization is not actively represented one month after the warning, their funding will automatically be frozen. Once the organization resumes active representation in Student Government, their funding will be restored.

6.0 Amendments to the Student Activities Fund Document

6.0.1 Suggested amendments should be presented in written form to the Rules Committee of Student Government.

6.0.2 A representative for the amendments may attend a Rules Committee meeting to explain the reason for the amendment. 6.0.3 The Student Government Senate shall conduct a “formal reading” of the proposed amendments at a Senate Meeting. At this time, the amendments are read and the senators are informed how to get a copy of them.

6.0.4 At the following Student Government Senate meeting, the “second reading” of the proposed amendments will be conducted to discuss and possibly amend the proposal. When discussion is complete the Student Government Senate shall adopt the proposed amendments by a two thirds vote.



Fraternity & Sorority Organization Supplemental Material



Fraternities & Sororities Defined

For the purpose of this document, fraternities and sororities are defined as those private, voluntary associations with national and international affiliations with the National Panhellenic Conference (NPC), National Interfraternity Conference (NIC), National Pan-Hellenic Council (NPHC) or National Association of Latino Fraternities (NALFO) which meet the following criteria:

1. They have organizational goals which are social/service/fraternal rather than honorary, professional, service, religious or political. Membership in more than one such fraternal organization at once is not permitted.
2. They may select members according to subjective criteria, but they must act in accordance with the equal opportunity policy of the University. They may be entitled to single sex membership if they meet the provision of Section 86.14 of the regulations promulgated under Title IX of the U.S. Education Act Amendment of 1972.
3. They maintain a charter from their inter/national organizations and exist at Florida Tech with the approval of the Office of Student Life.

4. They agree to subscribe to the recommendations set forth in this document and the Fraternity & Sorority Task Force Document.

Mission

Florida Tech’s Fraternity and Sorority Community continually promotes intellectual, character and leadership development; diverse community involvement; and creates life-long bonds through principles encompassed in our rituals.

Vision

The vision for the Fraternity/Sorority Community is to be the community of first choice for, undergraduates, parents, headquarters, alumni, members of the surrounding community, faculty and staff and to be the most respected organizations.

Values:

- Integrity
- Leadership Development
- Scholarship
- Philanthropic Opportunities
- Campus Involvement
- Character
- Responsible
- Lifetime Support
- Communication
- Friendship and Social Advancement
- Brotherhood/Sisterhood
- Diversity

Governance

Florida Tech recognized Fraternities & Sororities through their Inter/national organizations appropriate membership in either NPC, NPHC, NIC, or NALFO; therefore, each local chapter is expected to actively participate in the respective council and abide by their policies, rules and standards.

InterFraternity Council Additional Documents - Constitution, By-laws, Recruitment Rules, Disciplinary Committee Document

Panhellenic Association - Constitution, By-laws, Recruitment Rules, NPC Manual of Information

Establishment of New Chapters

The establishment of any new fraternity/sorority chapter at Florida Tech must follow the procedures of the appropriate governing council and parent organization. The establishment of the new chapter must also meet the approval of the Dean of Students and Associate Provost for Student Affairs.

Housing

Housed chapters either on campus in a suite style apartment or off campus in a free standing building have additional responsibilities in ensuring the safety of their membership. Each chapter in housing off campus **must** have an annual fire inspection by

the local fire department and a copy of the report must be submitted to the Office of Student Life. In addition, all housed chapters must perform a semesterly fire drill with all members and a report of this drill must be submitted to the Office of Student Life.

Sorority housing- Per the National Panhellenic Conference all sorority housing will be alcohol free regardless of the resident's age.

House Corporation Boards: The University believes that an active and involved HCB is an important component for the effective operation of chapter housing. This HCB entity can assist in the management of the affairs of the property.

Off-campus- Any chapter in off campus housing must meet state and local fire safety requirements and provide residents with copies of written leases.

Policy on Rosters

All chapter members must be listed on the roster as either active or new. Active membership is defined by Florida Tech as an initiated member and currently enrolled in classes. New membership is defined as a member who is currently in the chapter new member education process and has been pinned.

Policy on Bank Accounts

All fraternities and sororities are allowed to hold outside checking accounts as required by their Inter/national organization. Chapters are expected to conduct annual audits on the books. Chapters should have a dual signing account and not allow cash withdrawals.

Policy on the Calculation of Academic Reports

All chapters are required to submit a Chapter Membership Roster indicating active or new members at the end of the semester. All chapters are required to submit a grade release form for all members. Grades will not be released to chapters if a member does not have a grade release form; however, the grades will be reflected in the chapter average. This roster is used to determine the membership of the chapter for the purpose of calculating academic reports. Members who have withdrawn for the semester after the withdraw deadline will earn a 0.00 for the term; this will be reflected in the chapter's academic averages. Any members who earn incompletes may have lower cumulative grade point averages until the work is completed; this will be reflected in the chapter's academic averages. All data is extracted on the same day for all chapters to ensure fairness. No changes will be made to the report after it is compiled unless an error is made by the Office of Student Life.

Recognition Requirements

Fraternities & Sororities have additional recommendation requirements from the university based on the complexity of their organizations and the status granted by the federal government.

Additional Recognition Requirements:

- 1) Membership in the appropriate governing council and abide by all rules, policies and standards of said councils

- 2) Provide the required number of delegates in governing council
- 3) Recognized by Inter/National Organization that holds membership in the NIC, NPHC, NPC or NALFO organization
- 4) Insurance Coverage for all members including social host
- 5) 80% chapter member attendance at all In-Service Events
- 6) 80% chapter member attendance at Fraternity/Sorority Move In
- 7) Chapter participation in retreats and workshops provided at the required attendance minimum set for the event
- 8) Chapter President active participation in Council of Presidents
- 9) Chapter President bi-weekly one on one meetings
- 10) Chapters must have a risk management plan, social event procedures plan, and hurricane plan
- 11) Housed chapters must have a pandemic flu plan
- 12) Housed chapters must have a House Corporation Board
- 13) Chapters must have an Alumni Advisory Board
- 14) Must have an annual fire inspection and perform semesterly fire drills (housed chapters)
- 15) Chapters must submit New Member Education Requirements and program outline

Additional Required Registration Materials

In order for a chapter to become recognized and maintain recognition additional materials are required from the chapter.

- 1) Proof of Insurance
- 2) Copy of New Member Education Program Sessions Outline
- 3) Chapter Risk Management Policy & Social Event Procedures
- 4) Chapter Membership Roster indicating active or new members
- 5) Officer Roster
- 6) Hurricane and Pandemic Flu Plan (if housed)
- 7) HSB Roster (if housed)
- 8) Alumni Advisory Board Roster
- 9) New Member Education Program Outline and signed cover sheet
- 10) Signed Anti-Hazing Statement

Ongoing Documentation and Forms Required

- 1) New Member Grade Release- Due two days after bid signing
- 2) Chapter Membership Roster - Due two days after any changes
- 3) Office roster- Due two days after any changes

End of Semester Materials Due

- 1) Campus Involvement Form
- 2) Service and Philanthropy Statistics reported in Civic System
- 3) Leadership Programs Sponsored Form
- 4) Chapter Membership Roster indicating active or new members
- 5) Chapter Member Scholarship Awards Received
- 6) Inter/National Awards Received
- 7) Fire Inspection Report (if housed)
- 8) Scholarship Plan