

**FLORIDA STATE UNIVERSITY SCHOOLS
POLICY MANUAL
CURRICULUM AND INSTRUCTION
CHAPTER 4.0**

STUDENT CLUBS AND SCHOOL BASED ORGANIZATIONS – 4.50

- I. School-based organizations include, but are not necessarily limited to, clubs, classes and departments, and other school-sponsored groups. Parent organizations, booster clubs, or other school support groups are not considered school-based organizations and must follow guidelines under FSUS School Board Policy 9.10.
- II. All organizations shall be approved by the Principal before they can operate.
- III. All organizations shall comply with the following:
 - A. The decision of a member of an organization shall not be one of the factors in selecting additional members.
 - B. The bylaws of each school organization shall set forth the purposes, qualifications for members, and the rules of conduct and shall be maintained on file for immediate reference by all students and instructional personnel of the school.
 - C. There shall be no type of hazing in any organization within the school. Hazing shall be defined as any action or situation for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of the school which recklessly or intentionally endangers a student's mental or physical health or safety.
 - D. All meetings shall be held on school property. This may be waived for special meetings and events upon the faculty sponsor's request in advance and Principal's approval.
 - E. A faculty/staff member shall be present at all meetings.
 - F. All events shall be adequately chaperoned as determined by the Principal,

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- G. Dues shall be reasonable and not prohibitive and approved by the Principal or Executive Director
- H. All monies accruing to any school organization shall be accounted for through the approved accounting system of record. Collecting and expending of monies shall be done in accordance with policies for Internal School Funds accounts in the appropriation section of the Financial and Program Cost Accounting and Reporting for Florida Schools and FSU Policies and Procedures. All school organizations, or organizations operating in the name of the school, that obtain money from the public, shall be accountable to the Board for receipt and expenditure of those funds.
- I. Funds collected by a cooperative school organization where the school participates with outside groups through planning, staging or conducting school-related activities, such as a Parent Teacher Association (PTA) or booster club, do not use Internal School Funds. Please see policy 9.10.
- J. Financial transactions of all school organizations and only of school organizations shall be placed in Internal School Funds.
- K. Employees of the District shall not accept any form of compensation resulting in personal gain from vendors that might influence their selection of a vendor. Furthermore, advisors or staff members for approved school organizations shall not accept any compensation resulting in personal gain from a vendor. Employees may not enter into any agreements.
- L. Student participation in fundraising activities shall not be in conflict with the program as administered by the Board and shall be in compliance with FSUS and FSU policies.
- M. Fundraising activities by a school, by any group within a school, or in the name of a school shall not conflict with programs as administered by the FSUS Board.
- N. Funds collected shall be expended to benefit the organization receiving funds or students generating those funds, unless those funds are collected for a specific documented purpose approved in advance or are generated by career education production shops. Career education production revenues shall benefit the students or program that generated the funds or the student

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body. Those funds designated for general purposes shall be used to benefit the student body.

O. An organization shall not conduct any activity or act which violates Florida Statutes, School Board rules, or the regulations of the school.

P. Food and/or beverages items sold to be consumed on campus, to students shall comply with the current USDA *Nutrition Standards for the National School Lunch and School Breakfast Programs*, the USDA *Smart Snacks in Schools* regulations, F.A.C. 5P-1.003, and applicable State law, unless the Principal grants an exception to this requirement pursuant to F.A.C. 5P-1.003. If approved, fundraisers that involve the sale of food items or beverages to students on campus must be consistent with regulations established in Policy 2.95, *Wellness Program*, whether those food items and beverages are compliant with, or an exception to, the current USDA *Dietary Guidelines for Americans* and the USDA *Smart Snacks in Schools* regulations and meet criteria under competitive foods.

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Q. If an exception is granted to the requirement that food items and beverages available for sale to students on campus between one (1) hour after the last lunch period and thirty (30) minutes after the end of the school day are compliant with the current USDA *Dietary Guidelines for Americans* and the USDA *Smart Snacks in Schools* regulations, the Principal shall also comply with all requirements set forth in F.A.C. 5P-1.003, including the maintenance of required records.

IV. Any organization which engages in an initiation ceremony for its members shall prepare and submit the program of initiation exercises to the faculty sponsor for review and approval by the school principal.

V. Secret societies, sororities, fraternities, or any similar organizations are prohibited.

STATUTORY AUTHORITY:
1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 1001.43, 1006.07, 1006.09, 1006.135, 1006.14, F.S.