

Procedure Manual



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Procedures for Students

Establishment of New Student Organizations

1. Students need to check the current organization roster at the appropriate campus/center Student Life office to avoid duplication of student organizations.
2. Students seeking to establish a new organization must visit the appropriate campus/center Student Life office to obtain a New Student Organization packet.
3. Students must follow all guidelines listed in the New Student Organization packet, including but not limited to the following:
 - a. At least 10 currently enrolled student members
 - b. Student must identify a faculty/staff member to serve as an advisor
 - c. Provide a Student Organization constitution conforming to the guidelines provided in the New Student Organization packet
4. The policies, purposes and principles of the organization’s operation must be consistent with the general philosophies and principles of free institutions in a democratic society.
5. Membership in the organization is open to all students at the College without regard to race, color, age, national origin, religion, gender, marital status, sexual orientation, or disability. In accordance with Florida Administrative Code 6A-14.057, non-religious and religious student organizations may participate without respect to viewpoint and whether or not officers are required to abide by a statement of orthodoxy or faith.
6. Officers of student organizations must maintain a minimum 2.0 cumulative GPA and a 2.0 previous semester GPA. Student government officers must maintain a minimum 2.5 cumulative GPA and a 2.0 previous semester GPA.
7. A current list of officers must be filed with the appropriate campus/center student life office each semester.
8. A constitution shall be approved by the appropriate campus/center Student Life Office. The constitution shall include a statement of purpose, criteria for membership, rules and/or procedures of operation of the student organization, and the disclosure of all off-campus affiliations and associations of the student organization.
9. The constitution of every student organization must have an explicit statement prohibiting hazing per Florida Statute 1006.63, and discrimination as provided by the student life office.
10. Student organizations are required to secure a member of the full-time faculty, staff, or administration to serve as their advisor. In rare instances, the campus student life director or coordinator may grant an exception and allow a part-time staff or adjunct faculty member to serve as the advisor.
11. Recruitment and membership policies and practices are free of deception, and coercive tactics.
12. New Student Organizations will be considered active after approval from the appropriate campus/center Director of Student Life.

Recommending Officer’s Signature <i>Marielena P. DeSanctis Ph. D.</i>	Date: 10/9/17	President’s Signature <i>J. David Anthony Jr.</i>	Date: 10/9/17
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Upon initial contact with prospective members, organizations are required to disclose the following information:

1. All financial costs associated with membership.
2. The average number of hours per week members are expected to donate to organizational pursuits.
3. The academic performance expectations of members.
4. Any sponsorship or association with any organizations outside the College and whether or not membership in other organizations is expected.
5. The names and affiliations of all external advisers who are not employed by the College.
6. An explicit statement that the organization shall not tolerate hazing and discrimination.
7. A statement that the organization shall in no way force or coerce either physically or emotionally in its solicitation for membership or in the execution of its activities as a student organization at the College.

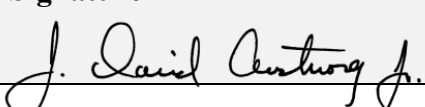
All registered student organizations shall be required to sign a statement of compliance with the above provisions.

Student Participation in Student Government

1. All students are eligible to participate in Student Government as a general member, students seeking to participate in Student Government must:
 - a. Visit the appropriate campus/center Student Life office and complete a Student Government membership application
 - b. All student applicants will be contacted by the Student Government officers on their campus/center with further instructions

Elections and Eligibility to Serve in Student Government

1. Visit your campus/center Student Life office in the winter term for election dates and deadlines
2. Complete an elections packet and submit to the appropriate campus/center Student Life Director
 - a. Criteria and eligibility information will be available in the election packet provided
3. Leadership opportunities include, but are not limited to the following:
 - a. Meeting with campus administration
 - b. Local and Statewide leadership conferences
 - c. Conducting student surveys on your campus/center and presenting student concerns to the Board of Trustees
 - d. Serve on campus/college-wide committees

Recommending Officer's Signature <i>Marielena P. DeSanctis Ph. D.</i>	Date: 10/9/17	President's Signature 	Date: 10/9/17
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Student Organization Eligibility Violations

The Student Life Office will work with student organizations to bring them into compliance with the rules established in College Policy and Procedure regarding the establishment and continuation of student organizations at the College. When after notification, student organizations fail to conform to the requirements established, the Student Life Director on the campus/center may suspend the eligibility of the student organization to be registered as a Broward College student organization until such time as all requirements are fulfilled.

Recommending Officer's Signature <i>Marielena P. DeSanctis Ph. D.</i>	Date: 10/9/17	President's Signature <i>J. Daniel Anthony Jr.</i>	Date: 10/9/17
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