

NEW STUDENT ORGANIZATION REGISTRATION PACKET



INTRODUCTION

Any group of students at Broward College that has a common interest is encouraged to form a student club/organization. The Student Life Department will assist in this endeavor. The Department will make arrangements for meeting rooms so the group can compose a Constitution and recruit members. Meetings are limited to two, after which the group is required to submit a Constitution, an Advisor Form(s), and a Student Roster.

Groups may have more than one advisor and in that case, each advisor must submit an Advisor Form. Organizational advisors must be full-time faculty or staff of Broward College at the organization's respective campus.

New organizations are required to draft Constitutions carefully, clearly specifying terms of office and requirements for membership and holding office, to avoid any future controversy. When a Constitution has been approved, the Constitution is filed and becomes the official reference copy of the Student Life Department in the individual Organizations Binder. Changes will not be recognized without approval; and in the event of any controversy within the group, the official copy will be used to determine any point(s) in question.

Each organization is responsible for submitting lists of officers and members with necessary information (*Name, Student #, Address, Phone #, High School, and Graduation Date*) to the Student Life Department immediately following elections.

STUDENT ORGANIZATIONS

Student Clubs/Organizations have the responsibility to make clear to the public that their programs and opinions do not reflect the views of Broward College as an institution. Therefore, students operate within the framework of a concerned academic community whose members have certain guaranteed rights and responsibilities and possess varying degrees of experience and academic expertise. Students should refrain from unilateral actions that have a direct effect upon other segments of the College Community.

Student Organizations at Broward College form an integral part of the overall Student Life program. Each registered organization should send at least one representative to the Student Government meetings.

RESPONSIBILITIES OF STUDENT ORGANIZATIONS

1. During the first weeks of major terms, the organizations must submit a roster of officers and members, with necessary information, to the Student Life Department (*follow the Student Org. Packet*). The signatures of the advisor and the chair of his or her department must be on the *Faculty Advisor Form* in the Student Organization Packet.
2. Hold all meetings and plan all activities and events in consultation with the Faculty/Staff Advisor of the organization.
3. Hold regular meetings of the organization on campus, except when off-campus facilities are arranged for special events.
4. Submit applications for approval of an activity or event at least TWO WEEKS prior to the date of the proposed activity or event to the Student Life Department. Major events will require FOUR WEEKS advance notice. Only approved activities and events may be held (*Student Organization Activity Registration Form*).
5. The Student Organization must complete the necessary work orders, FOUR WEEKS prior to an event.
6. The advisor must supervise the meetings, activities and events of the organization as it is required by policy.
7. Insure that all actions of the organization are in accordance with College regulations and policies pertaining to student behavior. (*See Student Code of Conduct in the handbook*).
8. The service of at least two Police Officers or On-Campus Security must be obtained when the organization is engaged in activities with invitations extended to community guests (non-students), or if the nature of the event requires security. All expenses will be paid by the organization and arrangements must be made only through the Student Life Director one week in advance. **UNDER NO CIRCUMSTANCES SHOULD THE ORGANIZATION PAY THE OFFICERS IN CASH.**
9. Organizations may not restrict membership on the basis of race, creed, religion, age, social status, color or sex, except social fraternities and sororities, which may exclude members of the opposite sex.
10. Have all posters, flyers, and all publicity materials approved in the Student Life Department before distribution.
11. Consult with a professional staff member in the Student Life Department regarding questions about policies and procedures to be followed.

12. All student organizations, their officers and members, are expressly forbidden to engage in any kind of hazing action or situation thereof, in or off campus. Hazing means any action, which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into, affiliation with, or participation in the organization.
13. All activities which are in any way publicized on the campus, discussed on organization meetings, financed from organizational funds, arranged in the name of a student organization, or of the College, or are in any way associated with the College are considered organization activities and are subject to all College policies.
14. Recruit new members on a schedule that meets the organizations' needs.

ACTIVITY REGISTRATION FOR ON or OFF CAMPUS EVENTS

All student organizations sponsoring an on-campus event must complete an *ACTIVITY REGISTRATION* Form and submit it to the Student Life Department. The advisor as well as a student representative must sign the form and submit it TWO WEEKS prior to the event (FOUR WEEKS for major events). Forms are available in Student Life. The advisor and the student organization are fully responsible for the event.

If any supplies are needed for the activity or event, a representative of the group must complete a *STUDENT ORGANIZATION REQUEST* Form.

SPEAKERS

Any student organization may invite speakers to its meetings. If an organization wishes to bring a speaker to campus for a general presentation, proper arrangements should be made through the Student Life Department. In these cases, the student organization will consent to act as the sponsoring club for the speaker.

POLITICAL CAMPAIGNS

Student organizations may bring political figures on campus to speak to the general student population. These activities must be registered and scheduled with the Student Life Department.

ROOM AND TABLE RESERVATIONS

Student organizations may reserve facilities on campus for meetings and activities they sponsor. Activities to be held on the campus must be registered by filling out a *STUDENT ORGANIZATION ACTIVITY REGISTRATION* Form. Approval for such activities is granted by the Student Life Department and a copy of the completed form is returned to the student organization and placed in their respective binder in the Department.

RAFFLES

In compliance with state regulations, no raffles may be held on campus.

POSTING AND DISTRIBUTION OF MATERIALS

To post a flyer from a student organization, the club/organization must submit 25 copies of that flyer to be approved and posted by the Student Life staff.

Travel Guidelines

1. The organization may request up to \$1000.00 each academic year. Requests for funds are reviewed and approved based on merit of application and availability of funds. However subsequent years will require the Director of Student Life to determine appropriate allocation based on the total number of organizations requesting funds and availability. Student Organizations may begin submitting travel requests, after the 100% refund date. The deadline date to submit travel requests for the fiscal year is the last week in April.
2. The student organization must complete the *Request for Funds Form* (attach supporting documentation, e.g. itinerary, etc.). Form must be submitted to the Student Life Organization Director (8) weeks prior to the conference date or within the timeframe established by the Student Life Department.
3. Travel funds must be used for travel to regular conferences or workshops sponsored by national, state or local organizations and approved by the College, or instances where students receive special recognition or represent Broward College.
4. The student organization must be officially registered with the Student Life Department.
5. Each student organization must have a minimum of ten active members enrolled for at least six credit hours each semester to be recognized by the Student Life Department. The organization becomes inactive if membership falls below 10 qualified members.
6. Student organizations must update membership information each semester to complete eligibility requirements.
7. The President, advisor or a designated representative of the student organization must attend the monthly Student Organization, Inner-Club Council Meeting.
8. All travel requests must support the student organization's goals and mission.
9. Travel funding may only be used for airfare/mileage, car/van rental, meals, lodging and conference registrations.
10. All travel arrangements and travel packets must be completed six (6) weeks prior to the travel date with all approval signatures and documentation and must be submitted to Student Life Department.
11. Upon return, each organization is required to provide a presentation for the student body of the campus. This presentation will address the highlights of the conference.

GUIDELINES FOR DANCES/PARTIES

1. The club/organization's advisor must be present throughout the duration of the function.
2. A minimum of one security and one police officer is required to all evening dances or fund raising events (costs may vary).
3. All officers must be on duty from beginning to the end of the dance/party.
4. The party must not extend past 1:00 am (NO EXCEPTIONS).
5. Broward College students must present a valid identification to be permitted to attend the dances/parties.
6. No functions are permitted on Saturday or Sunday evenings except for special occasions approved by the Director of Student Life.
7. Any expenses occurred, such as overtime for LRC, personnel, lighting technicians, etc., will become the responsibility of the organizations.
8. Clean up must be completed and everyone off the campus by completion of the event.
9. Any damages done to school property will be the responsibility of the organization.
10. Dances/Parties must receive permission from the Student Life Department.

GUIDELINES FOR POSTING

All materials posted on campus in general access areas must be stamped by the Student Life Department in compliance with the College Procedures. The following details will serve to clarify the use of the above referenced procedure:

1. General access areas include campus designated bulletin boards and classroom boards. Departmental bulletin and classroom bulletin boards will not be monitored by the Student Life Department.
2. All postings will be put up and taken down by the Student Life Department.
3. Posters/flyers will be posted by the Student Life Department personnel except those in classrooms, which will be the responsibility of the faculty that have elected to accept that assignment, and those items on bulletin boards belonging to specific areas or organizations.
4. Approval for posting all materials must be made by professional staff members of the Student Life Department. The content is reviewed at the same time, in order to see that it meets the criteria of the Department.
5. Posters shall be displayed on designated bulletin boards.
6. Posters/flyers may be posted for a limited time.
7. A maximum of 25 flyers may be approved and posted at one time.
8. Flyers/posters may not be larger than 11" x 17".
9. Banners will need special permission from the Student Life Department.
10. All postings that are printed in a foreign language must also include an official English translation.
11. All posters/flyers must indicate the name of the campus organization or individual sponsoring the posting.
12. All posters/flyers must be of *professional* quality.

GUIDELINES FOR FUNDRAISING

1. Submit a *STUDENT ORGANIZATION ACTIVITY REGISTRATION* Form at least TWO WEEKS before date.
2. List the dates and times requesting and obtain approval from Student Life
3. Items to be sold include: home made goods, popcorn, pastelitos (Spanish pastries), and other items that do not compete while the Cafeteria and the Food Service carts are open.
4. The organization is responsible for buying/providing all extra supplies needed for any event. Be sure to bring paper plates, napkins, cups, and tablecloths, etc. Do not take plastic utensils, napkins, cups, etc., from the vending area or from the Campus Food Services.
5. Bring a sign to advertise your fundraiser.
6. Clean up the area when the activity is finished.
7. Failure to follow these requests could mean a discontinuation of fundraising activities.
8. Funds should be deposited in a Broward College Agency Account. Off-campus banking accounts are not permissible.

**GUIDELINES FOR REQUESTING ROOMS
AND/OR VISUAL EQUIPMENT**

All requests for rooms and/or audiovisual equipment must be made through the Student Life Department. Fill out the *STUDENT ORGANIZATION REQUEST FORM* for everything the organization may need.

ITEM REQUESTED	FORM USED	REQUEST MUST BE SUBMITTED (at least)
<ul style="list-style-type: none"> • Microphones • Amplifier • Sound System • DVD or CD player • Speakers • Projector 	<p>FER (Facility/Equipment Request)</p>	10 Working Days
<ul style="list-style-type: none"> • Dances • Bake Sales • All On and Off- 	<p>Student Organization Activity Registration</p>	10 Working Days

Campus Activities		
<ul style="list-style-type: none"> • Conference Rooms* • Meeting Rooms* • Table and Chairs 	Student Organization Activity Registration & *Facilities Reservation	10 Working Days

Guidelines for Student Clubs and Organizations

1. The policies, purposes and principles of the organization must be consistent with the general principles of free institutions in a democratic society such as the United States.
2. Membership in the organization is open to all students of the College without respect to race, class, creed or national origin.
3. A statement of purpose, criteria for membership, rules or procedures and a current list of officers are filed with the Director of Student Life and Leadership Development. The bylaws of every organization shall include the anti-hazing policy and all rules, procedures and penalties of the college.
4. Membership, policies and other decisions of the organizations are determined by the vote of the legitimate College students only.
5. A full-time administrator, faculty or staff member must be selected and has to agree to serve as the organizations advisor.
6. The club or organization must register as a student organization through the Director of Student Life & Development.
7. All extramural affiliations and associations of student organizations are stated explicitly in the constitution and also in any written material or advertisement distributed by the organization.
8. Recruitment, membership policies and practices are free of deception, coercive tactics or mind control techniques.
9. The group must have a name and purpose. Ideally, the group's purpose should not duplicate already existing groups.
10. Organizations are free to support causes by orderly means consistent with College guidelines, which do not disrupt the regular and essential operation of Broward College. At the same time it should be made clear, that in their public expression and demonstrations, students, student organization and guest speakers represent their own views. The College neither sanctions nor endorses the expressions or viewpoints represented.
11. The group must involve and create activities that do not facilitate undue risk or liability to the College.

Student Life

Student Organization Registration Packet

Date ___/___/___

Organization Name _____

Type of Organization: Social ___ Educational ___ Community Service ___
Other __ Describe _____

STUDENT

Name _____

Address _____

Home Phone (_____) _____ - _____ Work Phone (_____) _____ - _____

Pager (_____) _____ - _____ E-mail _____

ADVISOR

Name _____

Address _____

Home Phone (_____) _____ - _____ Work Phone (_____) _____ - _____

Pager (_____) _____ - _____ E-mail _____

DESCRIPTION/PURPOSE

South Campus
7200 Pines Blvd. Bldg 68, Room 275
Pembroke Pines, FL 33024
Office (954) 201-8997
Fax # (954) 201-8328

Central Campus
3501 S. Davie Road, Bldg 19, Room 106
Davie, FL 33314
Office (954) 201-6756
Fax # (954) 201-6761

North Campus
1000 Coconut Creek Blvd, Bldg 46, Room 133
Coconut Creek, FL 33066
Office (954) 201-2325
Fax # (954) 201-8328

RESPONSIBILITIES OF ORGANIZATION ADVISOR

1. Complete the *Faculty Advisor* Form, with the appropriate signatures, in the Student Organization Packet. All organizations, new and old, must return the Packet, in its entirety, to the Student Life Department.
2. Be familiar with the contents of the Student Code of Conduct Section of the student handbook.
3. Assist with the formulation and/or revision of the organization's Constitution and By-Laws.
4. Ensure that meetings are properly scheduled using the periods reserved by the College for student activities, and serve as a resource person at executive and general meetings of the organization.
5. Advise the club/organization in the planning of activities and events.
6. Be certain that activities and events are approved in advance through the Department of Student Life, in accordance with established procedures. *ACTIVITY REGISTRATION* Forms need to be in Student Life TWO WEEKS prior to the date of the event and FOUR WEEKS for major events. All work orders for student organizations can be requested and will be done by the Organization FOUR WEEKS prior to the event.
7. **Supervise** and be in **attendance** at all activities and events of the organization as required by policy. Student Life cannot approve the *ACTIVITY REGISTRATION* Form until the advisor's signature is secured. All activities of the organization must be registered through the Student Life Department (*all essential forms are located in the Department*).
8. Work with the officers to promote efficient and effective administration within the organization.
9. Assist with the development and training and/or orientation programs for new members of the organization.
10. Consult with the Department of Student Life when questions and problems regarding the organization arise.
11. All requests for allocation of funding must be signed by the advisor and returned to the Student Life Department at least FOUR WEEKS prior to the event.
12. Advisors are not allowed to be officers of any student organization or to be signatures in student organization bank accounts.

Faculty/Staff Advisor Form

This is to certify that I agree to serve as Faculty/Staff Advisor to:

Name of Organization

for the _____ school year. I am familiar with the Student Code of Conduct and the rules and regulations governing campus-approved clubs/organizations.

PLEASE PRINT

Name

Department

Extension

Signature of Faculty/Staff Advisor

CHECK ONE:

Approved

Disapproved

Signature of Department Chair or Supervisor (Required)

Date Signed

Student Life Director

Date Signed

Campus Dean of Student Affairs

Date Signed

Organizational Roster

DATE _____

TERM _____

ORGANIZATION NAME:

FACULTY ADVISOR'S NAME _____

DEPARTMENT _____ PHONE # _____

WE, THE UNDERSIGNED MEMBERS OF

DO HEREBY ATTEST THAT WE HAVE RECEIVED AND READ PERTINENT POLICIES REGARDING THE RESPONSIBILITIES OF CAMPUS ORGANIZATIONS AND THE VARIOUS COLLEGE POLICIES REGARDING SUCH ORGANIZATIONS. WE HAVE ALSO BEEN INFORMED THAT VIOLATIONS OF THESE POLICIES WILL BE SUFFICIENT CAUSE FOR ANNULMENT OF OUR ORGANIZATION CHARTER AND REVOCATION AS AN APPROVED ORGANIZATION.

Signature of the President of the Organization

Date Signed _____

Signature of the Faculty Advisor

OFFICERS

Name of Organization: _____				
Date: _____				
President: _____				
Name				- ____ - Student #
Address City State Zip Code				(____) ____ - ____ Phone #
High School Attended				Graduation Date
Vice-President: _____				
Name				- ____ - Student #
Address City State Zip Code				(____) ____ - ____ Phone #
High School Attended				Graduation Date
Secretary: _____				
Name				- ____ - Student #
Address City State Zip Code				(____) ____ - ____ Phone #
High School Attended				Graduation Date
Treasurer: _____				
Name				- ____ - Student #
Address City State Zip Code				(____) ____ - ____ Phone #
High School Attended				Graduation Date

Other Officers:

_____:

Name				Student #
_____				_____
Address	City	State	Zip Code	Phone #
_____	_____	_____	_____	_____
High School Attended				Graduation Date
_____				_____

_____:

Name				Student #
_____				_____
Address	City	State	Zip Code	Phone #
_____	_____	_____	_____	_____
High School Attended				Graduation Date
_____				_____

_____:

Name				Student #
_____				_____
Address	City	State	Zip Code	Phone #
_____	_____	_____	_____	_____
High School Attended				Graduation Date
_____				_____

_____:

Name				Student #
_____				_____
Address	City	State	Zip Code	Phone #
_____	_____	_____	_____	_____
High School Attended				Graduation Date
_____				_____

_____:

Name				Student #
_____				_____
Address	City	State	Zip Code	Phone #
_____	_____	_____	_____	_____
High School Attended				Graduation Date
_____				_____

MEMBERS

Name of Organization:				
Name				Student #
Address	City	State	Zip Code	() - -
High School Attended				Phone #
Graduation Date				
Name				Student #
Address	City	State	Zip Code	() - -
High School Attended				Phone #
Graduation Date				
Name				Student #
Address	City	State	Zip Code	() - -
High School Attended				Phone #
Graduation Date				
Name				Student #
Address	City	State	Zip Code	() - -
High School Attended				Phone #
Graduation Date				

Name				Student #
() - -				() - -
Address	City	State	Zip Code	Phone #
High School Attended				Graduation Date
Name				Student #
() - -				() - -
Address	City	State	Zip Code	Phone #
High School Attended				Graduation Date
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Address	City	State	Zip Code	Phone #
High School Attended				Graduation Date
Name				Student #
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High School Attended				Graduation Date
Name				Student #
() - -				() - -
Address	City	State	Zip Code	Phone #
High School Attended				Graduation Date
Name				Student #
() - -				() - -
Address	City	State	Zip Code	Phone #
High School Attended				Graduation Date

If more space is needed, please attach a typed copy of the information required.

SUGGESTED OUTLINE OF CONSTITUTION

PREAMBLE (i.e. Statement of Purpose)

We, the members of Broward College, _____ Campus

Name of Organization

hereby associate ourselves to:

(Statement of Purpose, Activity, etc.)

as of _____.

Date

ARTICLE I. NAME

The name of this organization shall be:

ARTICLE II. OBJECTIVES

(State the Objectives of the Organization)

ARTICLE III. MEMBERSHIP

Section 1. The membership of this organization shall be open to (Specify Requirements)

Section 2. A quorum of membership for voting purposes shall be reached when _____ of the regular members are present. (Group may decide: quorum may vary from 1/3 to 2/3 of membership).

Section 3. Any member absent for _____ consecutive meetings, without valid excuses, must petition for re-admission to the organization.

Section 4. Race, creed, handicap, sex, personality social status, or religion shall not be a factor in deciding which students may join the organization.

Section 5. In order to reject an applicant to membership, 50% plus one (1) of the quorum must vote against the applicant.

Section . Members should maintain a minimum of 2.0 GPA while being active within the club/organization.

Article IV. Officers and Duties

The officers of the organization shall be: President, Vice-President, Secretary, Treasurer, and...(any others desired.)

Section 1. The duties of the President shall be to preside at all meetings of the organization, to enforce the constitution, to decide questions of orders, to appoint committee hands, to call special meetings, etc.

Section 2. The duties of the Vice-President shall be to preside at all meetings in the absence of the President, be ex-officio member of all meetings, etc.

Section 3. The duties of the Secretary shall be to keep records of the meetings, to maintain the roster membership, to take role, be responsible for correspondence, etc.

Section 4. The duties of the Treasurer shall be to collect dues, maintain financial records, make expenditures, to render regular reports upon request, etc.

Section 5. Duties of any other officers.

Article V. Election of Officers

Election shall be held on the specific time, i.e. once a year, at opening of each semester, etc. Voting shall be by secret ballot; a plurality vote shall determine the winners.

Section 1. Only members who are in good standing, having paid dues and attended meetings regularly (specify time, some clubs specify membership for at least one term prior to holding office) are eligible to hold office. Only members in good standing are eligible to vote.

Section 2. The term of the office shall be _____.

Section 3. Nominations shall take place (date of election, preceding week, etc.)

Section 4. Votes shall be counted by _____.

Section 5. Installation of new officers shall take place.

Article VI. Removal of Officers

Section 1. Situations/Conditions that would call for such actions.

Section 2. Procedures for such actions to take place.

Article VII. Suspension and Expulsion of Members

Section 1. Situations/Conditions that would call for such actions.

Section 2. Procedures for such actions to take place.

Article VIII. Committees (Optional: Some groups specify)

Article IX. Faculty Advisor

This group shall have a regular faculty/staff advisor who will attend meetings and advise the organization.

Article X. Meetings and Dues

Section 1. Meetings shall be held regularly at a time specified by that organization.

Section 2. An initiation fee for all new members will be _____.

Section 3. Dues in the amount of \$_____ shall be collected from each regular member each term.

Article XI. Robert's Rules of Order

Robert's Rules of Order shall be used as a guide for the president officer in all situations not covered by provisions of the constitution.

Article XII. Amendments

Amendments to this constitution shall be submitted to the President writing for submission to the members for vote. A _____ vote shall suffice adoption thereof, subject to approval by the Director of Student Life and the appropriate organizational council.

How to Chair a Successful Meeting

Most of you have chaired a meeting before and may “know it all”. Use this refresher. Use this information to say, “How can I improve the meetings I chair even more?” Open your mind to ideas.

1. Prepare and distribute the agenda in advance
 - Plan for the meeting – materials available
 - Establish meeting time
 - Indicate on the agenda
 - “For Discussion”
 - “For Decision”
 - “For Information”
 - Early part of the meeting is more creative – “Star * ” items later in the agenda
2. Distribute the minutes from the previous meeting in advance.
3. Start on time.
4. Have someone take minutes.
5. Follow Parliamentary Procedure.
6. Follow the agenda. Papers distributed at the meetings should be brief.
7. Be objective. Facilitate.
8. Encourage participation from all. Delegate. Go around the room.
9. Recognition.
10. Keep the meeting on track.
11. Establish the time and date for the next meeting.
12. Always close the meeting with items that unite the group.
13. Adjourn the meeting on time.
 - 1-1/2 hours is plenty; Over 2 hours is nonproductive



Preparing an Agenda in Advance!

Creates Purpose, Momentum!

Think About Materials Required!

Make Phone Calls!

Lets Everyone Know the Topics, so They Can be Prepared!

- I. CALL TO ORDER
The chairman says, “The meeting will please come to order.” – Record the time.
- II. ROLL CALL
The members say, “present” as their names are called or sign an attendance sheet.
- III. MINUTES
The Secretary reads a record of the last meeting. – Have the members make corrections and approve them after.
- IV. SUBJECTS (LIST)
List if there will be discussion only, information only, or if a decision is required, etc.
- V. SUBCOMMITTEE REPORTS
First come reports from “standing” or permanent subcommittees; then from “ad hoc,” or special committees.
- VI. OTHER BUSINESS
Business left over from previous meetings.
- VII. NEW BUSINESS
Introduction of new topics.
- VIII. ANNOUNCEMENTS
Informing the committee of other subjects and events. Confirming the next meeting.
- IX. ADJOURNMENT
The meeting ends by a vote, or by general consent (or by a Chair’s decision if time of adjournment was prearranged by vote)

