



Organizational Guidelines

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Establishing a New Student Organization

Purpose of Student Organizations

The establishment of student organizations, clubs and programs within the College is encouraged as part of the student activities program and operates under the supervision and coordination of the Dean of Student Affairs and the Director of Student Life & Development. Student organizations encourage cultural and intellectual development and student direction and leadership. Campus organizations include: honorary associations, professional and academic groups, religious clubs, service clubs and special interest clubs; offering students a wide variety of interests. Students will develop mature, responsible, social and democratic ideals and attitudes through membership in a student organization.

How to Establish a New Organization

- There must be at least six currently enrolled BCC students who are interested in being members.
- Students must have a minimum grade point average of 2.0 to qualify.
- A full-time administrator, faculty or staff member must be available to serve as advisor to the organization.

Registration forms may be obtained from the Student Life office. All forms, including a “Petition for Registration”, constitution and club roster, must be completed and submitted to the Director of Student Life & Development. Once Student Life has approved the registration petition, it will be forwarded to the Dean of Student Affairs for consideration. Upon final approval, the organization will be provided with a signed copy of the petition.

The organization, including officers and advisors, must agree to abide by all BCC regulations, policies and procedures. The organization must not discriminate in membership selection, officer or advisor appointment, or practices on the basis of sex, religion, color, national origin, age disability, military service or sexual orientation.

In solicitation for membership or the execution of activities as a student organization at Broward Community College, an organization must affirm that it will in no way force or coerce a student, either physically or emotionally. All registered student organizations will be required to sign a statement of compliance.



Organizational Guidelines

Updating Constitution and Student Roster

We encourage each organization to review its constitution annually and to provide the Student Life Department with an up-to-date version, if any revisions have been made. In addition, we ask that you update the club roster after every election and provide the Student Life Department with copies of the new updated rosters.

Student Life must also have a list of your meeting dates, times and locations on file. Please be sure to keep Student Life informed of any changes throughout the year.

Guidelines for Student Clubs and Organizations

- 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.
- Membership in the organization is open to all students of the College without respect to race, class, creed or national origin.
- 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.
- Membership, policies and other decisions of the organizations are determined by the vote of the legitimate College students only.
- A full-time administrator, faculty or staff member must be selected and has to agree to serve as the organizations advisor.
- The club or organization must register as a student organization through the Director of Student Life & Development.

- 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.
- Recruitment, membership policies and practices are free of deception, coercive tactics or mind control techniques.
- The group must have a name and purpose. Ideally, the group's purpose should not duplicate already existing groups.
- Organizations are free to support causes by orderly means consistent with College guidelines, which do not disrupt the regular and essential operation of BCC. 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.
- The group must involve and create activities that do not facilitate undue risk or liability to the College.

Constitution Outline (Format)

(This is just an example. If you choose to use this suggestion, please retype your constitution. Please do not fill in the blanks on this example.)

Preamble

We, the members of the Broward Community College ____ (Name of Organization) _____ hereby associate ourselves to _____ (statement of purpose, activity, etc.) _____ as of ____ (Date) ____.

ARTICLE I (Name of Organization)

- The name of this organization shall be: _____ (Name of Organization) _____

ARTICLE II (Membership)

- *Section 1.* The membership of this organization shall be open to _____ (in addition to specific requirements usually includes “regularly enrolled students”).
- *Section 2.* A quorum of membership for voting purposes shall be reached when the majority of regular members are present. (Group may decide quorum; varies from 1/3 to 2/3 of membership.)

ARTICLE III (Officers and Duties)

- The officers of the club shall be: President, Vice President, Secretary and Treasurer, and _____ (Any others desired) _____. Their duties shall be (set forth below):
 - *Section 1.* The duties of the **President** shall be to preside over all meetings, enforce the constitution, decide on questions of order, appoint committee heads, call special meetings, and _____ (Any others desired) _____.
 - *Section 2.* The duties of the **Vice President** shall be to preside at any meetings which the President cannot attend, be ex-officio member of all committees and _____ (Any others desired) _____.
 - *Section 3.* The duties of the **Treasurer** shall be to collect dues, keep books, make expenditures and to render reports on request and _____ (Any others desired) _____.
 - *Section 4.* The duties of the **Secretary** shall be to keep records of the meetings, to maintain the membership roster, to take roll call, handle correspondence and _____ (Any others desired) _____.

ARTICLE IV (Election of Officers)

- Elections shall be held on the (specify date of week, whether once a year, at beginning of semester, etc.). Voting shall be by secret ballot; a popularity vote shall constitute the choice.
 - *Section 1.* The term of office shall be _____
 - *Section 2.* The nominations shall take place _____
 - *Section 3.* Votes shall be counted by _____
 - *Section 4.* Instillation of new officers shall take place _____

ARTICLE V (Qualifications of Officers and Members)

- *Section 1.* Regularly enrolled students in Broward Community College who (state specific qualifications if any) are eligible for membership.
- *Section 2.* Regularly enrolled students and members in good standing.
- *Section 3.* Only members who are in good standing and have paid dues and attend meetings regularly for (Some organizations specify membership for at least one semester prior to holding office) are eligible to hold office. Only members in good standing and currently enrolled at BCC are eligible to hold office.

ARTICLE VI (Committees)

- Optional – some groups specify.

ARTICLE VII (Faculty/Staff Advisor)

- This group shall have a regular, full time faculty or staff advisor who will attend meetings and advise the organization.

** This form must be updated and submitted annually to the Student Life Department*

Broward Community College-Student Life Department
Petition for Registration as a Student Organization
(Must Be Typed)

Name of Organization

We hereby, petition for registration as a student organization of Broward Community College.
The organization will be (Circle One):

- | | |
|-----------------------------|----------------|
| A. Professional or Academic | D. Service |
| B. Honorary | E. Religious |
| C. Special Interests | F. Other _____ |

The Group agrees to maintain standards of operation compatible with the objectives of the College and to fulfill the requirements specified below.

STATEMENT OF PURPOSE: _____

- REQUIREMENTS:**
1. Have one (1) or more advisors who are full time faculty or staff members of Broward Community College.
 2. Submit at the beginning of Term I and II of each year an updated list of officers and members to Student Life.
 3. Have any requirements of members, including any costs, hours required of any, and any other expectations of members in writing, on file, in the Student Life Office.
 4. Have a current constitution on file in the Student Life Office.

ELIGIBILITY: Membership is restricted to students, faculty and staff of Broward Community College, who meet the general requirements for participation in college activities as established by the administration.

COMMUNITY AFFILIATES (if any): _____

OFFICERS	NAME	SS#	PHONE#
President	_____	_____	_____
Vice President	_____	_____	_____

Secretary _____

Treasurer _____

MEMBERS: List to be affixed to each of the three (3) copies of this petition.

CONSTITUTION: Original and two (2) copies to be filed with this petition.

ADVISOR'S ACCEPTANCE: As a full-time faculty or staff member of Broward Community College, I hereby accept the responsibility of advisor to: _____
NAME OF ORGANIZATION

Advisor's Printed Name Advisor's Signature Department and Phone Number

Director of Student Life and Leadership Development Director's Signature Date

Dean Of Student Affairs *Dean's Signature* *Date*

Revised June, 2004

This form must be updated and submitted annually to the Student Life Department

Broward Community College-Student Life Department
Roster of Student Organization's Members
(Please Type)

Name of Student Organization: _____

Campus Location: South Central North Downtown
 College Wide

Advisor: _____ Advisor Phone Number: _____

Advisor Email: _____ Term: _____

Members Directory

	Name	SS#	E-mail	Officer Title
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

Each person on this form **MUST** provide all information required on this form. If additional room is required to list your members, please use additional sheets of paper.

* All members will be subject to a GPA validation. Any members under 2.0 will be considered ineligible.

Revised June, 2004