

Procedure Manual



Title: Student Life Procedures for Students	Number: A6Hx2-5.13A
Policy Number: 6Hx2-5.13	Page: 1 of 3

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 ten currently enrolled student members
 - b. The student must identify a full-time 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 Rule 6A-14.057, non-religious and religious student organizations may participate without respect to the viewpoint and whether or not officers are required to abide by a statement of orthodoxy or faith.
6. The College shall ensure that students and student organizations remain free to examine and discuss all questions of interest to them and to express opinions publicly and privately. Organizations may host events of their own choosing if (1) they have secured funds in advance to defray expenses, (2) reservations for facilities are made and approved through appropriate channels, (3) the program is consistent with established College policy, and (4) prior written approval has been obtained from the campus/center Student Life Office. The Student Life Office may require that a student organization event be supervised by the adviser or designee.
7. 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.
8. A current list of officers must be filed with the appropriate campus/center student life office each semester.
9. 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.
10. The constitution of every student organization must have an explicit statement prohibiting hazing per section 1006.63, Florida Statutes, and discrimination as provided by the student life office.
11. Student organizations are required to secure a member of the full-time faculty, staff, or administration to serve as their advisor.
12. Recruitment and membership policies and practices are free of deception and coercive tactics.

Recommending Officer's Signature <i>Janice Stubbs</i>	Date: 9/9/19	President's Signature 	Date: 9/9/19
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Procedure Manual



Title: Student Life Procedures for Students	Number: A6Hx2-5.13A
Policy Number: 6Hx2-5.13	Page: 2 of 3

13. New Student Organizations will be considered active after approval from the appropriate campus/center Director of Student Life.

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. An explicit statement that the organization shall not tolerate hazing and discrimination.
6. 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

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Title: Student Life Procedures for Students	Number: A6Hx2-5.13A
Policy Number: 6Hx2-5.13	Page: 3 of 3

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.

Student Appeals

Students who wish to grieve a decision of the student life director/coordinator as it relates to BC Policy 5.13, may appeal in writing to the Associate Vice Provost for Student Life & Ombudsperson within ten days of the decision. The Associate Vice Provost for Student Life & Ombudsperson will consider the appeal and render a decision within ten business days after receiving the request from the student. If the student is not satisfied with the response of the Associate Vice Provost for Student Life & Ombudsperson, he/she may appeal in writing to the Vice Provost for Student Services, within ten business days after the Associate Vice Provost for Student Life & Ombudsperson renders the decision. The Vice Provost for Student Services will render a decision as soon as practical. The decision of the Vice Provost for Student Services shall be final.

Recommending Officer's Signature <i>Janice Stubbs</i>	Date: 9/9/19	President's Signature 	Date: 9/9/19
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