



# STUDENT ORGANIZATION REGISTRATION PACKET

*[Club Name]*

**NO INCOMPLETE PACKET WILL BE ACCEPTED.**

Attached to your packet should be:

1. Club Roster (Excel)
2. Constitution (Using Required Template)

**Packet Submission Deadlines:**

**Fall: September 15, 2023**

**Spring: February 02, 2024**



# Student Organization Registration Packet

Organization Name: \_\_\_\_\_

Chapter (if applicable): \_\_\_\_\_

Campus:  Central  North  South

If your club is also college-wide check this box

Category:      Service      Spiritual      Special Interest      Cultural      Academic/Honors

Mission/Purpose of Organization: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Advisor Information:

**\*Please note to serve in this capacity, you must be a fulltime staff/faculty member on the campus the organization is housed at and cannot already be serving as the main advisor for another club.**

Name: \_\_\_\_\_

BC E-mail: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Department: \_\_\_\_\_

Department Chair/Supervisor: \_\_\_\_\_

Department Chair/Supervisor email: \_\_\_\_\_

## Co-Advisor Information (if applicable):

**\*Please note to serve in this capacity, you must be a fulltime or part-time (non-student) staff/faculty member on the campus the organization is housed at.**

Name: \_\_\_\_\_

BC Email: \_\_\_\_\_ Department: \_\_\_\_\_

Position/Title: \_\_\_\_\_



**IN ORDER TO MAINTAIN ACTIVE STATUS, CLUBS MUST ABIDE BY THE FOLLOWING:**

**Constitution:**

All organizations must have a Constitution utilizing the Student Life Constitution Template.

**Club Training: Virtual or In Person**

<https://broward-edu.zoom.us/j/95579615385>

**FALL**

- Wednesday - September 20, 2023 2:00 pm
- Thursday- September 21, 2023 4:00 pm

**SPRING**

- Wednesday - February 7, 2024 2:00 pm
- Thursday- February 8, 2024 4:00 pm

**Advisor Training: Virtual or By Appointment**

<https://broward-edu.zoom.us/j/95579615385>

**FALL**

- Friday - September 15, 2023 10:00 am
- Friday - September 15, 2023 2:00 pm

**SPRING**

- Friday - February 2, 2024 10:00 am
- Friday - February 9, 2024 2:00 pm

**Required All Club Meetings:**

At least one member of each organization must attend every Required Club Meeting. If a member cannot attend the required meetings, an appointment must be made within one week via Student Government. Check with your campus for these dates/time. Contact Info:

[NSG@mail.broward.edu](mailto:NSG@mail.broward.edu)

[CSG@mail.broward.edu](mailto:CSG@mail.broward.edu)

[SSG@mail.broward.edu](mailto:SSG@mail.broward.edu)

**IMPORTANT DATES:**

**Fall Club Rush:**

- South Campus: Monday, September 11, 2023
- Central Campus: Tuesday, September 12, 2023
- North Campus: Wednesday, September 13, 2023

**Spring Club Rush:**

- North Campus: Tuesday, January 23, 2024
- Central Campus: Wednesday, January 24, 2024
- South Campus: Thursday, January 25, 2023

**Student Life Award Banquet:**

**Wednesday, April 17, 2024**

Advisor Name \_\_\_\_\_ Advisor Signature \_\_\_\_\_

President Name \_\_\_\_\_ President Signature \_\_\_\_\_



## FUNDING

Clubs may be eligible for \$250 per academic term.

Additional funding for events up to \$250 can be applied for through Student Government.

**Priority Deadline for Additional Funding and Travel is October 6, 2023.**

In order to receive funding clubs must be in good standing by complying with the 'active' requirements above. In order to utilize funds, clubs must obtain approval in advance of the purchase via Event Request Form or Fund Request.

**Host Monthly Meeting:** Clubs must have a minimum of one scheduled meeting per month to receive funding.

**Events/Activities:** Clubs must host at least 1 event per semester to receive funding. This includes meetings, fundraisers, community service, practices, etc. All club activity on and off campus must be registered through Student Life.

## TRAVEL

**Travel Packet must be initiated 6-8 weeks in advance of travel. Priority deadline is October 6, 2023.**

Clubs and organizations may travel in and out-of-state to attend workshops, conferences, competitions, and other events. Trips must be developmental and travel plans need to be of educational nature, not social. Priority will be given to groups that are presenting or engaging in academic competitions on behalf of the college.

- Clubs must complete one major academic term as an active organization to be eligible to travel.
- Funding is on a first-come, first-serve basis and limitations may apply.
- Only one trip, per club, per academic year can be sponsored through Student Life.
- Funding for the trip cannot exceed \$1500 for travel accommodations for all participants (including conference registration, hotel stay, transportation, etc.)
- Any travel where students can financially gain must be a collegiate sanctioned activity.

Advisor Name \_\_\_\_\_ Advisor Signature \_\_\_\_\_

President Name \_\_\_\_\_ President Signature \_\_\_\_\_



# Club Roster

- Provide the NAME, POSITION (if applicable) ,BC EMAIL, STUDENT ID of each member on an excel document. *See example below*
- Email the document to your Student Life Campus Director by the Registration Deadline.
- To be active, clubs must have a minimum of ten (10) members. If you need an exception to this number, please speak with your Campus Director. Officers also count toward the total ten (10) members required. Position titles are up to your discretion but should be reflected in your Constitution.
- Any violation of the terms listed above or violation of Broward College policies may result in your club being deactivated. If deactivated, you will lose any funding and reservations that were scheduled for the remainder of the semester, including meeting rooms, table/chair reservations, event room registrations, travel registration, etc.

## EXAMPLE ROSTER

Member Name	Position	Email	Student ID #
Jane Smith	President	<a href="mailto:jsmith@mail.broward.edu">jsmith@mail.broward.edu</a>	J12345678
John Smith	Vice Preident	<a href="mailto:jsmith2@mail.broward.edu">jsmith2@mail.broward.edu</a>	J87654321
Sammy Seahawk	Secretary	<a href="mailto:sseahawk@mail.broward.edu">sseahawk@mail.broward.edu</a>	S74185212
Sara Seahawk	General Member	<a href="mailto:sseahaw3@mail.broward.edu">sseahaw3@mail.broward.edu</a>	S98732145

## EXAMPLE EMAIL

Please include your club name in the subject of the email

### Campus Directors

**North Campus: Stefan DaCosta - [sdacosta@broward.edu](mailto:sdacosta@broward.edu)**

**Central Campus: Josef Tinsley - [jtinsley@broward.edu](mailto:jtinsley@broward.edu)**

**South Campus: Leo DeAraujo - [ldearauj@broward.edu](mailto:ldearauj@broward.edu)**

Send

To Patrick Sneed;

Cc

Subject Seahawk Club Roster

Greetings Director Sneed,

Please find the Seahawk Club Roster attached.

Thank you,

|

# **Constitution Guidelines for Registered Student Organizations**

The purpose of the constitution is to guide a registered student organization in its operations and activities and, accordingly, are intended primarily for the organization's benefit and use. The constitution contains the fundamental principles and structure of the organization, and the bylaws outline the basic rules of procedure by which a group's membership govern its organization. The constitution and bylaws should be carefully formulated, clearly worded, and kept up-to-date so that the needs of the organization can be met.

An approved constitution is necessary to become a registered student organization at Broward College and must be submitted to Student Life anytime the constitution is amended. In order to be considered for approval, the student organization constitution must comply with the following format.

**\*Verbatim language is indicated in RED \***  
**\*Suggestions are listed in BLUE\***

## **ARTICLE I. NAME OF ORGANIZATION**

The name of the organization should be unique from any other registered student organizations and should reflect the nature and activities of the organization. Any organization abbreviations or acronyms should be referenced in this article. Your organization name must indicate at which campus you are registering.

**Example: The name of this organization is 'Seahawk Lovers'.**

## **ARTICLE II. PURPOSE OF ORGANIZATION**

Your organization's purpose should be defined in clear and concise terms.

**Example: Seahawk Lovers is established for the purpose of bringing together people who share a common appreciation of our mascot the seahawk.**

## **ARTICLE III. MEMBERSHIP**

- A. The club is open to all students of Broward College, including students from the satellite centers.**
- B. The club shall be in full compliance with all Federal and State nondiscrimination and equal opportunity laws, orders and regulations and shall not discriminate against any student on the basis of race, color, religion, sex, national origin, creed, age, disability, marital status, political opinions or affiliations, or veteran status.**
- C. Membership in [Name of Registered Student Organization] is open to all enrolled students at Broward College, (Campus Name). All members are free to leave and disassociate without fear of retribution, retaliation, or harassment.**
- D. Dues (if applicable the collection of dues are only applicable to clubs that are a chapter of a national organization.)**

**\*All groups except those exempt by law must have opportunities for membership of all genders.**

**Additional stipulations regarding active membership (e.g. GPA requirements, attendance requirements, etc.) should be addressed in a separate article AFTER Article IX.**

## **ARTICLE IV**

### **Community Responsibilities**

**All members recognize that they are part of the Broward College community and that as such, they are subject to all College Rules and procedures and regulations set forth in the current student handbook, as well as all applicable national, state and city laws. As students, members realize that they represent the College at any time they are involved in official organization functions on or off campus and agree to do so in a responsible manner. Furthermore, all members stress that the organization does not and will not practice hazing of any kind, as outlined in College Policy 6Hx2-5.13.**

## **ARTICLE V**

### **Funding**

**The organization will have an officer designated as the party responsible for finances. All monies raised through club allocations, dues, donations, or fundraisers are acknowledged as Broward College funds and will be maintained in a Broward College agency account (Fund 6). No monies associated with this organization will be held in accounts outside the college.**

## **ARTICLE VI Officers**

The sections of this article must contain the following information: titles of elected organization officers; titles of appointed organization officers (including appointment process – e.g. appointed by whom?); term of office; the general duties of each officer; and the procedures for handling vacancies (e.g. resignations, officer ineligibility, impeachments, or similar occurrences).

**Example:**

**Section A. The officers of this organization shall be President, Vice President, and Treasurer.**

**Part 1: The President shall preside at all meetings of the organization and shall coordinate the work of the officers and committees.**

**Part 2: The Vice-President shall serve as an aide to the President and shall perform the duties of the President in her/his absence or inability to serve.**

**Part 3: The Treasurer shall receive all monies of Seahawk Lovers; shall keep an accurate record of receipts and expenditures; shall pay out local funds in accordance with the approved budget as authorized by the organization. The Treasurer shall present a financial statement at every meeting of Shark Lovers and at other times when requested by the President or Vice President.**

**Section B: Officers shall assume their official duties at the close of the last general meeting of the academic year and shall serve for a term of one academic year and/or until their successors are elected/appointed.**

**Section C: Any officer of Seahawk Lovers may be removed from office through the following process:**

**Part 1: A written request by at least three voting members of the organization shall be submitted to either the President, Vice President, or Treasurer. Written notification shall be sent to the officer in question asking that officer to be present at the next meeting and prepared to respond to the removal request.**

**Part 2: A two thirds majority vote of members present is necessary to remove the officer.**

**Part 3: In the event of the removal of an officer, a special provision may be granted to the remaining officers to appoint an interim replacement until an election may be held.**

**Qualifications for Office: All officers must be registered and enrolled students in good academic standing (2.0 minimum cumulative GPA) during the entire term of office and at time of election. Incoming freshmen (those who not have previously attended a post-secondary institution or have no existing BC grade point average) shall be exempt from the following qualifications requirements during the first academic semester in office or until a cumulative BC grade point average has been established. [NOTE: Organizations may elect to have their officers' minimum GPAs higher than 2.0, but not lower.]**

## **ARTICLE VII. STUDENT ORGANIZATION ADVISOR**

**Each registered student organization must have a student organization advisor. The student organization advisor shall serve as a resource person and provide advisory support for the officers and members of the organization. The student organization advisor must be a full-time, salaried faculty or staff member not on leave during his or her advisor term. Section A below is required verbatim. The remaining sections of this article must include: the selection method; term; duties and responsibilities; and process of replacement for student organization advisors.**

**Section A. All Registered Student Organizations must have least one advisor who is a full-time faculty or staff member at Broward College.**

**Example:**

**Section B. The student organization advisor shall serve as a resource person and provide advisory support for the officers and members of the organization. The student organization advisor should attend executive and general meetings; however, the student organization advisor may not vote in any organization matters.**

**Section C. The student organization advisor may be nominated by the officers and confirmed by a majority vote of the members.**

## **ARTICLE VIII. FINANCE**

**This article must include information about how the organization will be funded. If an organization requires membership dues, the maximum dollar amount and/or other financial obligations of members, as well as when payment is due, must be clearly stated in this article. If an organization does not require membership fees or other financial obligations, a statement to that effect should be included in this article.**

**Example 1: Seahawk Lovers may raise funds through carwashes, bake sales, and similar activities to help cover the costs of other operational expenses of the organization. Members are expected to participate in these fundraising activities. Seahawk Lovers will not require membership dues.**

**Example 2: Seahawk Lovers will be funded through the collection of annual membership dues in the amount of \$100 to be paid during the month of September. This fee covers the cost of t-shirts, travel to leadership conferences, and other operational expenses of the organization.**

## **ARTICLE IX. DISSOLUTION/SUSPENSION OF ORGANIZATION**

**Requirements and procedures for the dissolution of the student organization must be stated in this article. Should any organization assets and/or debts exist, appropriate means for disposing of these assets and/or debts must be specified clearly and unequivocally. A specific charity or organization must be designated as the recipient of any remaining assets at the dissolution of the organization.**

**Example: In the event this organization dissolves, all monies left in the treasury, after outstanding debts and claims have been paid, shall be donated to “Name of charitable organization.”**

## **ARTICLE X. Anti-Hazing**

**Policy: Broward College Policy 6Hx2-5.02 prohibits any acts of hazing on or off the campus by individual students, student groups or organizations, or any other individuals or groups associated with the College as defined in section 1006.63, Florida Statutes.**

**Rules: Consistent with Florida Statutes 1006.63, the College defines hazing as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student for the purposes including, but not limited to: (a) Initiation into any organization operating under the sanction of a post-secondary institution; (b) Admission into any organization operating under the sanction of a post-secondary institution; (c) Affiliation with any organization operating under the sanction of a post-secondary institution; or (d) The perpetuation or furtherance of a tradition or ritual of any organization operating under the sanction of a post- secondary institution. The term includes, but is not limited to, pressuring or coercing the student into violating state or federal law, any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity that could adversely affect the physical health or safety of the student, or any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student. The term does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.**

**Penalty: In accordance with Broward College Procedure 6Hx2-5.02, the possible penalties for hazing include all sanctions up to and including college expulsion for individual students, and/or deactivation of a student organization.**



## **ARTICLE XI. ELECTIONS (Optional)**

**This article may contain the following information: the month of elections; officer eligibility; the nomination process; balloting procedures; election rules and procedures (including required margin of victory); and run-off procedures in the event of a tie.**

**Example: Nominations for all officers will take place annually from the members starting in February. Any member may nominate any other voting member, including himself or herself. Nominations may also be made during the election meeting prior to closing of nominations. Voting will occur by secret ballot and a simple majority vote is required to elect an officer. If there are more than two candidates running and no candidate receives a majority vote, there shall be a run-off vote between the top two vote recipients at the next general meeting. No person shall be eligible to serve more than two consecutive terms in the same office. Elections should take place in late March to early April to allow for turnover between old and new board.**

## **ARTICLE XII. AFFILIATIONS (optional)**

**Section 1: This section of the constitution should indicate whether or not the groups is affiliated with any state, regional, or national association, and whether members will have to pay them dues. Please attach any additional documents, if nationally affiliated.**

## **ARTICLE XIII. MISCELLANEOUS (optional)**

**Any articles the organization wishes to include to further clarify policies and procedures not included in previous articles may be added here.**

## **ARTICLE (insert number for FINAL Article). NAME AMENDMENTS TO CONSTITUTION**

**All constitutions must conclude with this article. The article must include: the process for amending the organization's constitution; and the necessary vote to approve the change(s).**

**Section 1. All amended constitutions must immediately be submitted directly to the office of Student Life for review and approval.**

**Example: Amendments to this constitution may be made at any regular meeting of Seahawk Lovers provided notice of the proposed amendment was given one week prior to a vote. Amendments require a two-thirds vote of the voting members in attendance at the meeting, and are subject to final approval by the office of Student Life.**