

**SOUTH FLORIDA STATE COLLEGE
ADMINISTRATIVE PROCEDURES**

PROCEDURE NO. 3280

TITLE: ESTABLISHING STUDENT ORGANIZATIONS AND CLUBS

BASED ON POLICY: 3.28 STUDENT ACTIVITIES

OFFICE OF PRIMARY RESPONSIBILITY: VICE PRESIDENT FOR ACADEMIC
AFFAIRS AND STUDENT SERVICES/
STUDENT SERVICES

I. Purpose:

To establish procedures for authorizing and forming student organizations

II. Procedure:

Administrative approval for the establishment and charter of student organizations is contingent upon the mission and policies of the College and adherence to the following procedures, rules and regulations:

- A. Students petitioning to charter a new student organization shall show promise of serving the College and the academic, professional, social, or physical well-being of its members.
- B. Student organizations shall be open to qualified students as defined below:
 - 1. Qualified students shall be defined as students who are not on academic or disciplinary probation. This does not preclude an organization setting a higher academic qualification than that necessary to remain in good academic standing.
 - 2. In the case of professional or honorary organizations, qualifications shall also include stipulations of merit, achievement, and student status of members as defined in the constitutions of those organizations.
- C. Student organizations shall adhere to all rules and regulations promulgated by the College and the constitution of the Student Government Association (SGA).
- D. Student organizations must obtain sponsorship of the College. There shall be at least one advisor or sponsor for each student organization or club from the full-time staff, administration, or faculty of the College.

- E. Proposed student organizations shall submit a completed application for approval through SGA. After approval, a proposed constitution or set of by-laws will be established that includes:
1. Name of organization and sponsor
 2. Purpose of organization
 3. Acknowledgment of adherence to the jurisdiction of College regulations
 4. Membership qualifications, method of selection of members, and method of termination of membership
 5. Officers, duties of officers, tenure, and method and time of elections
 6. Fees and dues
 7. Insignia
 8. Ceremonies, special activities, and meetings (which must be open)
 9. Definition of a quorum
 10. Duties of the advisor
 11. Standing committees and their purpose
 12. Publications
 13. Signatures of a minimum of 10 qualified students who pledge to be charter members of the organization
- F. The constitution and/or by-laws must be approved by the SGA advisor, the SGA, the dean, student services, the vice president for academic affairs and student services, and the president.
- G. Rules and regulations governing student organizations shall be published each year and included in the Student Handbook.
- H. A list of proposed members will be provided along with the proposed constitution at time of submission to SGA for approval. After an organization is approved, a current list of members and officers will be provided to the SGA advisor and the dean, student services each term.

- I. In the event an academic department or service organization desires to sponsor an organization, the department chair or an officer of the organization will address a letter to the SGA and include the following:
 1. A desire to sponsor a student organization
 2. Objectives of the student organization
 3. An agreement to conform with College regulations for student organizations
 4. The extent of support the sponsoring organization expects to give, such as financial support, if any, and attendance requirements at meetings by representatives of the sponsoring organization
 5. The name(s) of the faculty/staff advisor(s) (at least one) who agree(s) to serve during the first year after the student organization has been formed
 6. An attached copy of the national constitution or suggested constitution of a similar organization
 7. An attached list of names of students who will comprise the charter membership

HISTORY: Last Reviewed: 4/27/20

Adopted: 8/26/84

Reviewed: 4/12/12, 5/15/15, 4/27/20

Revised: 2/24/92, 1/21/02, 6/1/05, 5/20/08, 11/10/15