



Student Organization Manual: Policies & Procedures

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Introduction to Student Organization Manual: Policies & Procedures

This Manual was created to communicate and foster a basic understanding of the duties and responsibilities of registered student organization at the InterAmerican Campus. It is to be a reference for the Student Life expectations for the functioning of student clubs and organizations on campus. The Student Life office reserves the right to change or modify the guidelines, policies, and procedures in this manual and will publish those changes as they occur.

Student Life Office
Miami Dade College – InterAmerican Campus
627 SW 27th Avenue
Room 1121
Miami, FL 33135
(305) 237-6163 Office
(305) 237-6440 Fax
Email istudentlife@mdc.edu
Website http://www.mdc.edu/iac/stud_info/StudentLife/

Student Life Staff Directory



Mr. Tony Delgado
Director of Student Life
(305) 237-6154
adelgad1@mdc.edu



Ms. Patricia Tejada
Program Leader / SGA Advisor
(305) 237-6037
ptejada@mdc.edu



Ms. Sandra Garcia
PT Support Staff
(305) 237-6364
sgarcia8@mdc.edu



Ms. Rebeca Pita
PT Support Staff
(305) 237-6364
rpita@mdc.edu



Ms. Jennifer Sarria
PT Support Staff
(305) 237-6364
jsarria@mdc.edu

Forming a New Student Organization

Any student group of Miami Dade College, InterAmerican Campus, with a common interest, is encouraged to form a student organization. The Student Life office will assist in this endeavor. Student Life will make arrangements for meeting rooms so the group can compose a Constitution and recruit members.

To be recognized by Student Life as an official student organization, groups must submit the following to the Student Life Director:

- [Club Registration Form](#)
- [Student Interest Form](#)
- [Constitution](#)

New organizations must include a roster of officers and a minimum of ten members using the forms listed above. Each student must be a registered credit student at the InterAmerican Campus.

The primary organizational advisor to a student organization must be a full-time faculty or staff member. Part-time faculty/staff or other full-time employees may serve as co-advisors to student organizations. It is the responsibility of the new student group to identify an organizational advisor. Agreement to serve as an advisor is indicated by signing on the Club Registration form.

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

Student Organization Responsibilities

General Requirements

Organizations may not restrict membership on the basis of race, creed, religion, age, social status, color, gender, or sexual orientation, except social fraternities and sororities, which may exclude members of the opposite sex. All student organizations, their officers, and members are expressly forbidden from engaging in any form of hazing, on or off campus. Hazing means any action that 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.

Organizations must ensure all actions of the organization are in accordance with College regulations and policies pertaining to student behavior (see [Students' Rights and Responsibilities](#)).

At the beginning of each term, student organizations are responsible for submitting to the Student Life office a [Member Update Form](#) and [Officer Update Form](#). In lieu of submitting paper forms, students may electronically submit the information requested on the forms by emailing the form as an email attachment to istudentlife@mdc.edu. *The student organization advisor must be copied on the email.* Organizations failing to update their membership and/or officer roster will be considered inactive at the end of two major terms.

Student Organizations have the responsibility to make clear to the public that their programs and opinions do not reflect the views of Miami Dade 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.

Activities

All activities which are in any way publicized on the campus, discussed in organization meetings, financed from organization 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.

Organizations should hold all meetings and plan all activities and events in consultation with the Advisor of the organization. The advisor must supervise all activities and events of the organization as required by policy (all on and off-campus activities).

Organization activities must be registered with the Student Life office. Submit forms for approval to the Student Life Department for an activity or event at least four weeks prior to the date of the proposed activity. Major events will require six weeks advance notice. Only approved activities and events may be held. Please use the [Event Scheduling Form](#) for your requests. The form is also used to request media, graphic, campus

services, hospitality, or purchasing services. In lieu of submitting paper forms, students may electronically submit the information requested on the forms by emailing the form as an email attachment to istudentlife@mdc.edu. *The student organization advisor must be copied on the email.*

Student organizations may reserve facilities on campus for meetings and activities they sponsor. All room reservations are initiated in the Student Life Department. Activities to be held on campus must be registered by filling out an [Event Scheduling 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 file in the Department.

In the event of an off-campus activity or meeting, an [Agreement for Off Campus College Activity](#) must be completed by each student member attending the event and submitted to the Student Life Department four weeks in advance.

Any student organization may invite speakers to its meetings. If an organization wishes to bring a speaker on campus for a general presentation, proper arrangements should be made through the Student Life Department. If contracting a speaker, the contract must be completed six weeks prior to the event.

The service of at least one campus security guard 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 four weeks in advance.

Prior approval for dances or parties on campus must be obtained from the Student Life Director and the Director of Campus Services. A minimum of one security officer is required for all evening dances or fundraising events. All security officers must be on duty from beginning to the end of the dance/party. Dances/parties must not exceed 12:00 midnight. No advertisement of any kind is permitted off-campus. Only MDC students with valid identification will be permitted to attend the dances/parties (their guests included). A work order must be submitted to leave the air conditioning on for events on Saturdays and Sundays. Any expenses incurred, such as overtime for A.V. personnel, technicians, etc, will become the responsibility of the organization. Clean up must be completed by the organization. Any damages done to College property will be at the responsibility of the organization.

Event Contracts

All agreements for services (event contracts) must be submitted for review and approval by Student Life. Organizations may not enter into any contractual relationships without Student Life approval. Event contracts must be submitted to the Student Life Department for approval six weeks prior to the event date.

Community Service

Organizations must complete a minimum of 200 hours of community service per year. Visit the Center for Community Involvement located in Room 3210 to sign up for community service or learn about different volunteer opportunities.

Mailboxes

All registered student organizations have mailboxes located in the Student Life office. Student organizations should check their mailboxes at least on a weekly basis.

Office Usage

Student Organizations may use the Student Life office to complete any work necessary to support the organization. Computers available in the Student Life office, Room 1121-1.

Budget & Financial Responsibilities

The Student Life budget allocation provides funds to create an environment in which students and student organizations are aided in social, cultural, intellectual, recreational, governance programs, services, supplies, travel and promotion. The allocation allows students to take responsibility in the decision-making process of how the organization funding is spent as well as develop leadership and organizational skills. The Student Life budget allocation for student organizations is determined by the executive board of the Student Government Association each fiscal year based on the recommendation of the Student Life director.

The Student Life budget allocation for student organization during the 2009-2010 academic year consists of three separate parts. The purpose of this funding structure is to support student organizations, encourage student participation on campus, and promote accountability. The three sources of funding are described below.

Student Life Initial Budget Allocation

For the 2009-2010 academic year, each registered student organization will receive a \$250 initial budget allocation. To be considered a registered organization and be able to request and use funds allocated from the Student Life budget, the Student Life office must have updated Officer and Member forms filed for the student organization. Student organizations must also have a student member attend each of the InterClub Council meeting as called to order by the Student Government Association president. Failure to update rosters or attend InterClub Council meetings may result in denial of access to funds allocated from the Student Life budget.

To utilize the allocation funds for materials, supplies, and/or events, the student organization must submit an [Event Scheduling Form](#) at least four weeks prior to date materials and supplies are needed.

All events or activities funded by the Student Life budget allocation process must be accessible to the entire student body. Allocations from Student Life may not be used for the following: donation to any organization or philanthropy; alcohol and tobacco; tips/gratuities; prize money/scholarships; banquet related items held outside Miami Dade College; expenditures in support of or against a candidate seeking an elected office (campus, community, state or national); and expenditures towards functions hosted in private residence. The Student Life office reserves the right to place additional restrictions on expenditures to ensure adherence to College policies and procedures.

The initial allocation is available for use Fall and Spring terms only. Funds not used by the end of the Spring term will be reallocated to Student Life.

Student Life Matching Funds Allocation

Registered student organizations may earn additional funds through a matching funds process. Student Life will match each dollar fundraised by a student organization to a

maximum of \$1000 of matching funds. No form is required. Every month, Student Life will review fundraising transactions posted to each Fund 6 fundraising account and will allocate the matching funds accordingly.

The matching funds allocation is available for use Fall and Spring terms only. Funds not used by the end of the Spring term will be reallocated to Student Life.

Student Life Contingency Funds Request

In order to receive contingency funds, student organizations must have exhausted all monies from their agency account and budget allocated from Student Life, or all funds will be exhausted pending an event or activity for which additional funds are needed. Awarding of contingency funds is based on the merit of the request for a specific purpose and availability of funds. All organizations must adhere to the Student *Organization Manual, Policies and Procedures*. The organization must send a memo to the Student Life Director with a detailed rationale for the request of funds and the amount requested. Each request for contingency funds will be limited to a maximum of \$1,000.00. The executive board of the Student Government Association (SGA) will review contingency requests at its next regularly scheduled board meeting. Requests must be submitted to the Student Life Director one week prior to the SGA executive board meeting. Contingency funds requests will not be considered after April 1st each fiscal year. Upon completion of the project or activity for which the contingency funds were used, the organization is required to provide a 5-minute presentation at the next Student Government Association meeting. This presentation will address the highlights of the project or activity.

Disbursements & Reimbursements

There is a three-week processing time for any disbursement requests. For all disbursements, original receipts or invoices must be submitted to the Student Life office. If the vendor is not in the College finance system, the student organization is responsible for securing a W9 tax form from the vendor.

For reimbursements, all original receipts, signed and approved by the student organization Advisor, must be submitted to the Student Life office. A Petty Cash Voucher will be processed by the Student Life Department for a maximum of \$99.99 per voucher with original receipts. The Petty Cash Voucher and receipt(s) are then submitted to the Bursar's office.

Fundraisers

Student Organizations are restricted from opening bank accounts off-campus. A Miami Dade College Agency (Fund 6) account will be provided for each student organization. Registered student organizations at Miami Dade College that collect dues and conduct fundraisers are required to use its MDC Agency Account (Fund 6) for such funds.

Cash/checks for deposit should be submitted via a Cash Remittance Report Form to the Bursar's office. Make sure to ask the Bursar's office for a receipt. All checks must be

made payable to "MDC, IAC-Club Name." Write your Club/Organization's account number in the memo area of the check.

In compliance with State of Florida regulations, no raffles may be held on campus.

Submit an [Event Scheduling Form](#) at least two weeks before any fundraising event. List the date, time, and location of fundraising event and obtain approval from Student Life. Requests for fundraising are honored on a first come, first served basis. Items to be sold must be approved by the Student Life Department. The organization is responsible for buying/providing all extra supplies needed for any event.

Marketing

All activities in any way publicized on the campus, discussed in 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. Consult with a professional staff member in the Student Life Department regarding questions about policies and procedures to be followed.

Any use of the College mailroom by student organizations must be coordinated and approved by the Student Life Department.

All postings in a foreign language must also include an official English translation.

All flyers must indicate the name of the campus organization, individual or department sponsoring the posting and contact information for the event. The contact information must be an MDC issued email or phone number. The Miami Dade College logo must be visible on each flyer the organization wishes to post. Contact the Student Life office for an electronic copy of the College logo for official student organization use.

Submit all flyers (maximum of 10), to the Student Life Department for posting on Student Life bulletin boards. Non-school related flyers may only be posted on the bulletin board located in the Student Lounge, Room 1132. All postings will be put up and taken down by the Student Life Department. All materials posted at the InterAmerican Campus must be stamped by the Student Life Department in compliance with College Procedures.

All requests for duplication (copies) should be submitted to the Student Life Department. Please allow 24 hours for all duplicating requests. Requests for printing of signs or posters require at least 1 week notice. All charges for special printing requests will be charged to the student organization. Please fill out an [Event Scheduling Form](#) with your request.

Inactive Student Organizations

At the beginning of each term, student organizations are responsible for submitting to the Student Life office a [Member Update Form](#) and [Officer Update Form](#). In lieu of submitting paper forms, students may electronically submit the information requested on the forms by email to istudentlife@mdc.edu. Organizations failing to update their membership and/or officer roster will be considered inactive at the end of two major terms (Fall/Spring terms). After 3 major terms, any funds in the student organization Fund 6 account will be transferred to the Student Life fundraising account.

Student Travel Guidelines and Procedures

All organizations must adhere to the Student Organizations Responsibilities Guidelines. The student organization must be officially registered with the Student Life Department. All travel requests must support the student organization's goals and mission. 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 Miami Dade College. Travel funding may only be used for airfare/mileage, car/van rental, meals, lodging, and conference registrations.

Student must be accompanied by and travel with a faculty or staff sponsor/chaperone. All advisors/chaperones accompanying student on trips shall complete a Professional Leave Form (P-2) to cover the period they will be away from campus. This form must be turned into the appropriate Departmental Supervisor for approval and then forwarded to the Student Life Director with all travel paperwork.

Advisors/Chaperones shall ensure that each student fills out all appropriate forms (see travel checklist) at any time students are leaving campus on a college-sponsored trip. If the student is a minor (under 18 years of age), the form is to be signed by the student's parent or guardian. All travel forms and supporting information (i.e., conference registration forms, conference information, travel itineraries and estimated costs) must be completed and submitted to the Student Life director at least (4) weeks prior to the travel date with all student/advisor signatures and documentation. Please see the [Student Travel Packet Checklist](#) for a complete list of forms and document that must be submitted. It is the responsibility of student organizations to complete all travel forms.

Upon return, all required receipts and forms to complete the paperwork for travel must be submitted to the Student Life Director within 3 business days.

All student groups or individual students shall travel either by plane, train, bus, rental car, or campus vehicle. Exceptions to travel by private car require prior approval from the Student Life Director. Only those individuals riding in a commercial, rental or college vehicle are covered by the College comprehensive insurance while in transit.

Students (regardless of age) shall be under the direction of the Advisor(s)/Chaperone(s) at all time while on trips away from the campus. Advisor(s)/Chaperone(s) shall ensure that all students conduct themselves as worthy representatives of the College and make students aware of appropriate dress requirements during the event.

Students are required to adhere to all other provisions of the Student's Rights and Responsibilities Code of Conduct at all times while participating in College sponsored activities. Consumption of alcoholic beverages is not permitted during any College sponsored activity. Students must be enrolled during the semester of travel.

Students must be in clear academic standing in order to be eligible for student travel, regardless of funding source.

Student organizations will be financially responsible for any expenses not recoupable due to a student's withdrawal from student travel.

Student Organization Advisor Responsibilities

- By signing on the Campus Club/Organization Registration Form, a full-time faculty staff member agrees to serve as Advisor to a student club or organization.
- Be familiar with the contents of the Students' Rights & Responsibilities Booklet.
- Assist with the formulation and/or revision of the organization's Constitution and/or by-laws.
- Ensure meetings are properly scheduled and serve as resource person at executive and general meetings of the organization.
- Advise the organization in the planning of activities and events.
- Be certain that activities and events are approved in advance through the Department of Student Life, in accordance with established procedures.
- Supervise all activities and events of the organization as required by policy.
- All activities of the organization must be registered through the Student Life Department (all essential forms are located in the Department or on the Student Life webpage). Student Life cannot approve an Event Scheduling Form until the advisor's signature is secured.
- Work with the officers to promote efficient and effective administration within the organization.
- Assist with the development and training and/or orientation programs for new members of the organization.
- Consult with the Student Life Department when questions and problems regarding the organization arise.
- Advisors must work closely with the Student Organization Treasurer to monitor the balance and status of Agency Accounts.

Useful Links

MDC InterAmerican Student Life Portal

http://www.mdc.edu/college_wide/directory/STUDENTLIFE.asp

Student Club/Organization Registration Form

http://www.mdc.edu/iac/stud_info/StudentLife/forms/docs/Online%20Student%20Organization%20Forms/Club%20&%20Organization%20Registration%20Form.pdf

Student Interest Form

http://www.mdc.edu/iac/stud_info/StudentLife/forms/docs/Online%20Student%20Organization%20Forms/Club%20&%20Organization%20Student%20Interest%20Form.pdf

Sample Constitution

http://www.mdc.edu/iac/stud_info/StudentLife/forms/docs/Online%20Student%20Organization%20Forms/Sample%20Bylaws%20for%20Campus%20Organizations.pdf

Student Travel Packet (Off Campus Agreement Form)

http://www.mdc.edu/iac/student/_src/docs/pdf/Student%20Travel%20Packet.pdf

Event Scheduling Form

http://www.mdc.edu/iac/stud_info/StudentLife/forms/docs/Online%20Activity%20Forms/Event%20Scheduling%20Form.pdf

Student Life Sharepoint Site (for officers/advisor use only)

<https://spsi.mdc.edu/sl/default.aspx>