



Student Organization Manual

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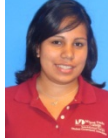
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Introduction to Student Organization Manual

This manual was created to communicate and foster a basic understanding of the duties and responsibilities of registered student organizations 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 Department reserves the right to change or modify the guidelines, policies, and procedures in this manual and will publish those changes as they occur.

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Student Life Staff Directory

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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 Department 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 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 Department. Changes will not be recognized without approval of the Student Life Department. 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, but no later than the end of September/January, student organizations are responsible for submitting to the Student Life Department a [Member Update Form](#) and [Officer Update Form](#). The forms must be submitted electronically as file attachments by email to istudentlife@mdc.edu. Organizations failing to update their membership and/or officer roster by the end of the first month of a major term (September/January) will be inactive until the forms have been submitted to Student Life.

Student organizations have the responsibility to make clear to the public that their programs and opinions do not necessarily 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.

Each student organization is required to send a representative to the InterClub Council (ICC). The Student Government Association President holds the ICC meetings once a month. Failure to attend an ICC meeting may result in the loss of funding or recognition as an active student organization. Each organization need not send the same person to all meetings so long as there is a student representative in attendance.

Each student organization is required to submit the [Student Life Organization Report](#) no later than the last business day of each month. Failure to submit the monthly report by the deadline may impact student organization funding for the subsequent month.

Each student organization is required to participate in the Student Life Club Rush each semester. Club Rush is an opportunity for each student organization to showcase to other students the opportunities offered by the student organization.

Each student organization is required to have at least two general membership meetings per major term (Fall & Spring semesters). This meeting must be scheduled using an [Event Scheduling Form](#). The meeting must be announced to the general student population at least one week in advance by submitting flyers to the Student Life Department and including the membership meeting on the InterAmerican Campus web calendar.

Activities

All activities that 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 Department.

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.

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. Additionally, activities to be held off-campus must be registered by submitting an [Event Scheduling Form](#) at least four weeks in advance. The advisor of the student organization and/or designee must be present at the off-campus event.

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 on a fee-based arrangement, 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.

You may find a master calendar of room reservations on campus at:
http://ical.mdcc.edu/6iac_009/

Table Requests

All requests for tables to be set up on campus for student organization purposes (fundraising, recruitment, information, etc.) must be made using an [Event Scheduling Form](#). If the request is being made for the purpose of fundraising, the requestor must indicate on the form what the organization will be selling as part of the fundraiser. The completed form may be submitted in paper form at the Student Life Department or emailed in electronic form to istudentlife@mdc.edu.

All table requests must be submitted at least one week in advance. Student organizations should expect replies within two (2) working days of submitting a request. *Student organizations should not assume their requests will be confirmed until a Student Life member has submitted a confirmation email to the requestor.*

Table reservations will be limited to six (6) hours per week for each student organization. All requests are also limited to one (1) table maximum. An additional table may be requested only if used as a food prep station.

All student organizations are required to have proper signage at the table indicating the student organization name. When the table request is used for the purpose of fundraising for a charity/cause, there must also be adequate signage indicating the charity/cause for which the student organization is fundraising. Failure to have adequate signage may result in loss of the privilege to reserve a table for the remainder of the term. As an option, student organizations may borrow a dry-erase board from the Student Life Department to display at the fundraising table with the name of the organization and the purpose for the fundraising activity.

In order for student organizations to benefit fully from fundraising, the Student Life Department has a no-compete practice and reserves the right to limit fundraising requests so that only one student organization is fundraising at any given time. An exception may be granted, at the discretion of the Student Life Department, if the commodities proposed for sale at the fundraiser are mutually exclusive.

Cancellation notice. Student organizations must provide notice of cancellation of table request 24 hours in advance by email to istudentlife@mdc.edu. Failure to provide 24 advance notification of cancellation will result in a *warning* to the student organization. Upon the second failure to provide adequate notice of cancellation, the student organization will forfeit all future table reservations for the semester.

You may find a master calendar of table requests for the campus at:
http://ical.mdcc.edu/6iac_021/

Contracts/Service Agreements

All agreements for services or contracts must be submitted for review and approved by Student Life. **Organizations may not enter into any contractual relationships without Student Life approval.** All 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 50 hours of community service per major term (Fall & Spring semesters). Visit the Center for Community Involvement located in Room 3210 to sign up for community service or learn about different volunteer opportunities. Community service hours completed for service-learning credit in a course do not count toward student organization hours. Failure to complete and document the required community service hours may result in the loss of funding or recognition as an active student organization.

All community services hours should be recorded via the Center for Community Involvement's *Community Service and/or Service-Learning Web-Based Application* at <https://sisvsr.mdc.edu/cc/stuapp.aspx>. Club/organization service should be recorded using the "Group Service" option on the website. For specific instructions on how to record group service hours, visit:
<https://spsi.mdc.edu/sl/Shared%20Documents/Group%20Service%20Registration%20Instructions%20-%20Final.pdf>

Office Usage

Student organizations may use the designated area in the Student Life Department to complete any work necessary to support the organization. Computers are available in the Student Life Department, Room 1106.

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.

To utilize the allocated 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.

The Student Life budget 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.

All events or activities funded by the Student Life budget allocation process must be accessible to the entire student body and/or used to further the purposes for which the student organization was founded. 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); membership fees or for local/national/international membership dues; and expenditures towards functions hosted in private residences. The Student Life office reserves the right to place additional restrictions on expenditures to ensure adherence to College policies and procedures.

The Student Life budget allocation for student organization during the 2011-2012 academic year consists of two distinct parts. The purpose of this funding structure is to support student organizations, encourage student participation on campus, and promote accountability. The two sources of funding are described below.

Student Life Base Allocation

For the 2011-2012 academic year, each *registered* student organization will receive a \$150 base budget allocation per major term. To be considered a registered organization, the Student Life Department must have updated Officer and Member forms filed for the student organization during the Fall and Spring semesters. 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.

Student Life Allocation Requests

Registered student organizations may request additional funds to support student organization events and travel. There are two different fund requests that may be submitted:

- [Student Travel Funds Request](#) (for student organization travel purposes)
- [Budget Allocation Request](#) (for all purposes except student travel)

The [Budget Allocation Request](#) must be submitted by email to istudentlife@mdc.edu at least four (4) weeks in advance. [Student Travel Funds Requests](#) must be submitted six (6) weeks prior to the anticipated travel date.

All requests will be logged by Student Life and forwarded to the Student Government Association (SGA) Treasurer that will oversee the allocation process. The SGA Secretary will contact the student representative of the organization submitting the request to place the student representative on the next SGA Senate meeting agenda. The student representative or other student member designee will be expected to speak with SGA Senators about the rationale for the funding request and answer any questions Senators may have about the funding request. The SGA Senate will vote on whether to approve/deny the request made and if approved, the dollar amount. The SGA Treasurer will communicate all SGA Senate decisions regarding funding to the Student Life Director.

In order to avoid any conflict of interest, any SGA Senator that will directly benefit from the allocation request must abstain from the vote on that specific request. Faculty/staff advisors will also abstain from presenting or speaking on behalf of student organization members making an allocation request during the SGA Senate meeting. However, student organization members may freely consult their faculty/staff advisor as needed.

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 Department. Invoices and receipts must be *itemized*. If the vendor is not in the College finance system, the student organization is responsible for securing a W9 tax form from the vendor. All invoices must be signed by the student organization advisor.

For reimbursements, all original receipts, signed and approved by the student organization advisor, must be submitted to the Student Life Department. On the back of the receipt, please indicate the name and MDC ID number of the person to be reimbursed, the name of the student organization, and a short description of the materials/services received and for what purpose. A Petty Cash Voucher will be processed by the Student Life Department for a maximum of \$99.99 per voucher with original *itemized* 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 (Fund 6) Account 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.

Submit all flyers (maximum of 10) to the Student Life Department for posting on Student Life bulletin boards. Flyers may also be submitted by emailing as an attachment to istudentlife@mdc.edu. All postings will be put up and taken down by the Student Life Department.

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 one (1) week notice. All expenses for special printing requests

will be charged to the student organization. Please fill out an [Event Scheduling Form](#) with your request.

Student organization may place official events on the MDC InterAmerican Campus web calendar to increase marketing exposure. Please visit the following link to complete the online form: <https://calendar.mdc.edu/oePublicForm.aspx> . Fields marked with an * are required to complete the form submission.

NOTE: In the *Event Categorization* drop-box, select **InterAmerican Campus-Student Life (Locked)** as the event category. For the event contact person, please list the name and contact information for the student organization advisor.

Inactive Student Organizations

At the beginning of each term, student organizations are responsible for submitting to the Student Life Department a [Member Update Form](#) and [Officer Update Form](#). Student organization leaders must electronically submit the forms as attachments by email to istudentlife@mdc.edu. Organizations failing to update their membership and/or officer roster by the end of September/January will be considered inactive. After an organization has been considered inactive during two major terms, (Fall/Spring 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.

Students must be accompanied by and travel with a faculty or staff sponsor/chaperone. All advisors/chaperones accompanying students 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 four (4) weeks prior to the travel date with all student/advisor signatures and documentation. If travel funds are being requested through the Student Life Allocation Request, a Travel Funds Request must first be submitted six (6) weeks prior to the anticipated travel date.** Please see the [Student Travel Packet Checklist](#) for a complete list of forms and documents 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 three (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 Students' 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. Student Life cannot approve an Event Scheduling Form until the advisor's signature is secured. 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).
- 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 be full-time faculty or staff of Miami Dade College, InterAmerican Campus.
- Advisors must work closely with the Student Organization Treasurer to monitor the balance and status of Agency Accounts.

Useful Links

MDC InterAmerican Campus Student Life Webpage

http://www.mdc.edu/iac/stud_info/StudentLife/default.asp

MDC 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>

Updated August 25, 2011

Student Organization Report Form

http://www.mdc.edu/iac/stud_info/StudentLife/forms/docs/Online%20Student%20Organization%20Forms/Student%20Organization%20Report%20Form%202010.pdf

Student Travel Funds Request (for student organization travel purposes)

[http://www.mdc.edu/iac/stud_info/StudentLife/forms/docs/Online%20Travel%20Forms/Travel Allocation Request Form 2011.xls](http://www.mdc.edu/iac/stud_info/StudentLife/forms/docs/Online%20Travel%20Forms/Travel%20Allocation%20Request%20Form%202011.xls)

Budget Allocation Request (all requests except student travel)

[http://www.mdc.edu/iac/stud_info/StudentLife/forms/docs/Online%20Travel%20Forms/Budget Allocation Request Form 2011.xls](http://www.mdc.edu/iac/stud_info/StudentLife/forms/docs/Online%20Travel%20Forms/Budget%20Allocation%20Request%20Form%202011.xls)

Administrative Calendar for Student Organizations

Fall 2011 Semester		Spring 2012 Semester	
August 31	Student Leaders Training Room 401 12:00 – 1:00	January 4	InterClub Council Room 3102 12:30 – 1:30
September 7	InterClub Council Room 3102 12:30 – 1:30	January 11	Student Leaders Training Room 3102 12:00 – 1:00
September 14	Student Leaders Training Room 401 12:00 – 1:00	January 31	Officer Update Form and Member Update Form Due; Organization Report Due
September 30	Officer Update Form and Member Update Form Due; Organization Report Due	February 8	InterClub Council Room 3102 12:30 – 1:30
October 5	InterClub Council Room 3102 12:30 – 1:30	February 29	Organization Report Due
October 28	Organization Report Due	February 29	InterClub Council Room 3102 12:30 – 1:30
November 2	InterClub Council Room 3102 12:30 – 1:30	March 28	InterClub Council Room 3102 12:30 – 1:30
November 30	Organization Report Due	March 30	Organization Report Due
December 14	InterClub Council Room 401 12:30 – 1:30	April 27	Organization Report Due
December 16	Organization Report Due		