

MIAMI DADE COLLEGE

Hialeah Homestead Interamerican Kendall Medical North West Wolfson



New Student Organization Package

Revised: 08 – 2008

INTRODUCTION

Any group of Miami Dade College that has a common interest is encouraged to form a student organization. The Student Life Office will assist you in this endeavor. We will make arrangements for posters and rooms so the group can compose a Constitution and recruit members. However, these organizational meetings are limited to two before you are required to submit a Constitution, an Advisor Form and a Student Roster. Groups may have more than one advisor and in that case each advisor must submit an Advisor Form. Organizational advisors must be full-time members of the faculty of MDC-Kendall Campus. Advisor (s) for Student Government Association is/are appointed by the Director of Student Life. New organizations are cautioned to draft Constitutions carefully, clearly specifying terms of office and requirements for membership and holding office, to avoid any future controversy. Organizations are expected to proceed along democratic lines and to resolve problems on a majority basis. When a Constitution has been approved, said Constitution is filed and becomes the official reference copy in the Student Life Office. No changes will be recognized without approval; and in event of any controversy within the group, the official copy will be used to determine any point (s) in question. Each organization is responsible for submitting lists of officers to the Student Life Office immediately following election.

STUDENT BOARD OF REVIEW-PETITIONS FOR CHARTER

The Student Board of Review is empowered to evaluate and recommend for approval to the Director of Student Life, charters of organizations petitioning the Kendall Campus of Miami Dade College for official recognition.

Decisions of the student Board of Review will be determined on the basis of whether constitutions incorporate objectives that will be in the best interest of the institution, and further provide sufficient guidelines for successful organization and operation of the groups.

- The Student Board of Review membership will consist of four members of the Inter-Organizational Council appointed by Student Life.
- An advisor from the Student Life staff will be appointed to serve as a consultant to the Student Board of Review by the Director of Student Life. The advisor will be permitted to express himself/herself on all issues under consideration by the Board but he/she will not be entitled to a vote.
- When proposed charters have been reviewed and found satisfactory by the Student Board of Review, the affirmative recommendation is forward to Student Life. Student Life may accept or reject a recommendation from the Student Board of Review.
- On occasions where proposed constitutions are found unsatisfactory the petitioning group will be advised within 10 school days in writing by Student Life, of the deficiencies, and will be requested to make appropriate revisions. When these corrections have been incorporated into the charter, the petitioners may then request a second hearing by the Student Board of Review.
- When a petitioning group has been denied approval, they may be granted an appeal to the Dean of Student Services by submitting a sufficiently supported request.
- Organizations whose charters have been denied by the Director of Student Life and the Dean of Student Services have no further recourse.
- All organizations recognized by Miami Dade College must maintain a membership of 12 students and make significant contributions to the campus community. **ALL MEMBERS MUST BE KENDALL STUDENTS; NO EMPLOYEES OF MDC ALLOWED.**
- All activities arranged in the name of a student organization or in any way associated with the college are considered organizations activities and are subject to all college policies. Appropriate disciplinary action will be taken against an organization that fails to follow these policies.
- The Student Board of Review may request Student Life to temporarily provide and advisor to a newly formed organization that has not been able to acquire a sponsor.
- Practices which in any way exclude students from membership in the organization and/or participation in organization activities on the basis of sex, color, religion, creed, handicap, or national origin will NOT be permitted. Specific allegations of violations of this provision will be reviewed by the Student Board of Review.

Organizational Roster

Date: _____ Term: _____

Organization Name: _____

Faculty Advisor's Name: _____

Department: _____ Phone: _____

We, the undersigned charter members of _____ do hereby attest that we have received and read pertinent policies regarding the responsibilities of campus organizations and the various college policies regarding such organizations. We have also been informed that violations of these policies will be sufficient cause for annulment of our organization charter and revocation as an approved organization.

OFFICERS

1. PRESIDENT

Name: _____ MDID: _____

Address: _____ Zip: _____

Phone: _____ Cell: _____

2. VICE-PRESIDENT

Name: _____ MDID: _____

Address: _____ Zip: _____

Phone: _____ Cell: _____

3. SECRETARY

Name: _____ MDID: _____

Address: _____ Zip: _____

Phone: _____ Cell: _____

4. TREASURER

Name: _____ MDID: _____

Address: _____ Zip: _____

Phone: _____ Cell: _____

All members must include phone and cell numbers, as well as e-mail address. This is a requirement.

RESPONSIBILITIES OF STUDENTS ORGANIZATIONS INCLUDE THE FOLLOWING:

- During the first weeks of major terms, the organizations must submit a roster of members and officers with student numbers, phone and cell numbers and e-mail address to the Student Life Department. As of June 1, 1992, all new Student Advisors must be a full-time Faculty Member of the Kendall Campus.
- Hold all meetings and plan all activities and events in consultation with the Faculty Advisor of the organization.
- Submit applications for approval of an activity or event at least **TWO WEEKS** prior to the date of the proposed activity or event to the Student Life Department. Major events will require **FOUR WEEKS**. Only approved activities and events may be held.
- The service of at least two Metro Police Officers 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 Department Director four weeks in advance. **UNDER NO CIRCUMSTANCES SHOULD THE ORGANIZATION PAY THE OFFICERS IN CASH.**
- Insure that all actions of the organization are in accordance with College Regulations and Policies pertaining to student behavior (see Student's Rights & Responsibilities Booklet).
- Hold regular meetings of the organization on campus, except when off-campus facilities are arranged for special events.
- Have all posters and publicity materials approved in the Student Life Department before distribution. **FOLLOW POLICY!!**
- 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 service by student organizations must be coordinated and approved by the Student Life Department.
- All student organizations, their officers or members, are expressly forbidden to engage in any kind of hazing action or situation on or off campus which 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. **NO EMPLOYEE OF MDC IS ALLOWED TO BE A MEMBER OF A STUDENT ORGANIZATION.**

- 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.
- In accordance with College Regulations and Policies pertaining to Student Organization Bank Account a club must be active for one year Fall and Spring before requesting account.
- All work orders for student organization will be done by the Student Life Department four weeks before the event.
- All organizations must send a representative to all student organization/SGA meetings during Fall/Spring term. If a student organization fails to do so, the organization will not receive funding/space.
- A club must be active for one year Fall/Spring before receiving funding. **MUST** also be involved with on/off campus community service projects.

ARTICLE IV – OFFICERS AND DUTIES

The officers of the organization shall be: President, Vice-President, Treasurer, Secretary, and ... (any others desired).

Section 1. The duties of the President shall be to preside at all meetings of the organization, to enforce the constitution, to decide questions of order, to appoint committee heads, to call special meetings, and ...

Section 2. The duties of the Vice-President shall be to preside at all meetings in the absence of the President, be ex-officio member of all committees, and...

Section 3. The duties of the Treasurer shall be to collect dues, maintain financial records, make expenditures and to render regular reports upon request. He/She also shall...

Section 4. The duties of the Secretary shall be to keep records of the meetings, to maintain the membership roster, to take roll, be responsible for correspondence, and...

Section 5. Duties of any other officers.

ARTICLE V – ELECTION OF OFFICERS

Election shall be held on the (specify time, i.e., once a year, at opening of each semester etc). Voting shall be by secret ballot; a plurality vote shall determine the winners.

Section 1. Only members who are in good standing, having paid dues and attended meetings regularly for (specify time, some clubs specify membership for at least one term prior to holding office) are eligible to hold office. Only members in good standing are eligible to vote.

Section 2. The term of office shall be _____.

Section 3. Nominations shall take place (day of election, preceding week, etc.).

Section 4. Votes shall be counted by...

Section 5. Installation of new officers shall take place.

ARTICLE VI – COMMITTEES (Optional: some groups specify)

ARTICLE VII – FACULTY ADVISOR

This group shall have a regular faculty advisor who will attend meetings and advise the organization.

ARTICLE VIII – MEETING AND DUES

- Section 1. Meeting shall be held regularly at a time to be specified by the organization.
- Section 2. An initiation fee for all new members will be _____.
- Section 3. Dues in the amount of \$_____ shall be collected from each regular member each term.

ARTICLE IX – ROBERTS RULES OF ORDER

Roberts Rules of Order shall be used as a guide by the president officer in all situations not covered by provisions of the constitution.

ARTICLE X – AMENDMENTS

Amendments to this Constitution shall be submitted to the president in writing for submission to the members for vote. A _____ vote shall suffice for adoption thereof, subject to approval by the Director of Student Life and the appropriate Organizational Council.

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TO: Prospective Faculty Advisor for a Campus Student Organization

FROM: Anthony F. Fiorenza
DIRECTOR

SUBJECT: Responsibilities of Student Organizations and their Advisors

Thank you for considering serving as a Faculty Advisor to a student organization. Your participation as an advisor is an important element in helping a student organization achieved success on a large college campus.

Historically the successful student organizations were those with active advisors who participated in the planning of on-campus activities. Organization advisors are an important liaison with the Student Life Department and the Campus Administration.

This brochure contains the responsibilities of student organizations and those for faculty advisors as outlined in the Student Life Handbook. Please review them carefully and if you have any questions please feel free to contact me.

Thank you!

STUDENT ORGANIZATION ADVISOR AGREEMENT FORM

The following is to certify that I agree to serve as a faculty advisor to:

For the school year _____

I am familiar with the Student Rights & Responsibilities Handbook and the rules and regulations governing campus approved organizations.

PLEASE PRINT:

Name: _____ Date: _____

Department: _____ Extension: _____

Phone: _____ Cell: _____

Advisor's Signature Date: _____

Department Chair Date: _____

Anthony F. Fiorenza, Director Student Life Date: _____

RESPONSIBILITIES OF THE ORGANIZATION'S ADVISOR

- Be familiar with the contents of Student Rights & Responsibilities Booklet and the Organizational Handbook concerning policies governing student organizations.
- Assist with the formulation and/or revision of the organization's constitution and by laws.
- Ensure that meetings are properly scheduled; using the periods reserved by the College for student activities, and serve as a resource persons at executive and regular 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 Student Life Department, in accordance with established procedures. Application for approval of activities should be made in the office **FOUR (4) WEEKS** prior to the date of the event.
- Supervise activities and events of the organization as required by policy. No Activity Request form can be approved by Student Life until the Advisor's signature is secured. All activities of the organization must be registered through the Student Life Department.
- Work with the officers of the organization to promote efficient and effective administration of the organization.
- Assist with the development and training and/or orientation programs for new members of the organization.
- All students who are officers or members of an organization must have min. registered 6 college credits and be in good academic standard.
- Consult with the Student Life Department when questions and problems regarding the organization arise.
- **Ensure that all requests for allocation of funding must be signed by the advisor and returned to the Student Life Department eight (8) weeks prior to the event.**
- As of June 1, 1992, all advisors must be full-time Faculty Members of Miami Dade College. However, previous advisors are welcome to continue their participation with their current organizations.
- Advisors are not allowed to be officers of any student organization or to be signatures on student organization accounts.
- All work order for student organizations will be done by the Student Life Dept. four weeks before the event.