

Responsibilities of Student Club or Organization

Students participating in student organizations and clubs should recognize that their actions as individuals reflect upon their organization and that activities of an organization reflect upon its members. Individual students must assume responsibility for their own actions, as well as those of the organization.

As a registered organization at Miami Dade College, West Campus, organizations are to assume the following operational responsibilities:

1. All clubs & organizations must have a completed on file Organization Packet. During the first 2 weeks of a major term, the organizations must submit a roster of officers who are registered for a minimum of 6 credits (a minimum of ten members), with necessary information, to the Student Life Department (complete the *Student Organization Packet*). The signature(s) of the advisor(s) and the chair of his or her department must be on the *Advisor Agreement Form* in the *Student Organization Packet*.
2. Hold all meetings, plan all activities and events in consultation with the Faculty or Staff Advisor of the organization. In the event of off-campus activities or meetings are arranged, an *Activity Form Off-Campus* must be completed, and submitted for approval to the Student Life Department.
3. The advisor must supervise the activities and events of the organization, as it is required by college policy.
4. Submit applications for approval of an activity or event at least **Four (4) Weeks** prior to the date of the proposed activity or event to the Student Life Department. Major events will require **Six (6) Weeks** advance notice. Only approved activities and events may be held: a *Activity Form* should be submitted for the activity approval.
5. Event work orders must be submitted to Campus Service, Room 1208, **Four (4) Weeks** prior to the event date (a copy must be submitted to the Student Life Department – Note: Activity must be approved before a work order is submitted).
6. Event contracts must be submitted to the Student Life Department for approval and signatures **Four (4) Weeks** prior to the event date.
7. Insure that all actions of the organization are in accordance with the College regulations and policies pertaining to student behavior (see *Students' Rights and Responsibilities Booklet*).
8. The service of at least two Metro Police Officers or On-Campus Security must be obtained when the organization is engaged in activities when invitations are 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 **Six (6) Weeks** in advance. **UNDER NO CIRCUMSTANCES SHOULD THE ORGANIZATION PAY THE OFFICERS IN CASH.**

9. Organizations may not restrict membership on the basis of race, creed, religion, age, social status, color or sex, **EXCEPT** social fraternities and sororities, which may exclude members of the opposite sex.
10. Submit all posters/flyers (minimum of 7) to the Student Organization Coordinator in the Student Life Department for posting.
11. All student organizations, their officers and members, are expressly forbidden to engage in any kind of hazing or situation thereof, on or off campus. Hazing means any action, 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.
12. All activities which are 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.
13. Any use of the College mailroom, by a Student Organization, must be coordinated and approved by the Student Life Department.
14. Consult with the Assistant Program Coordinator in the Student Life Department regarding any questions about policies and procedures that need to be followed.
15. In order to receive contingency funds, students must have exhausted all moneys from the agency account.
16. Organizations must participate in community service projects.
17. Organizations must participate in events and activities sponsored by Student Life Department.
18. Organization must volunteer to major campus events such as Miami Book Fair International and Miami Film Festival.
19. All travel packets must be completed **Eight (8) Weeks** prior to the travel date.