

MANUAL OF PROCEDURE

PROCEDURE NUMBER: 4072

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PROCEDURE TITLE: Formation of Student Organizations

STATUTORY REFERENCE: FLORIDA STATUTE 1004.64

BASED ON POLICY: IV-3 Student Organizations

EFFECTIVE DATE: September 15, 1999

LAST REVISION DATE: January 13, 2004

LAST REVIEW DATE: January 13, 2004

I. PURPOSE

To provide for the formation and recognition of student organizations.

II. PROCEDURE

A. Administrative Responsibility

The Campus Director of Student Life is responsible for the conduct and administration of student organizations. Guidelines are established to which an organization must conform in order to achieve College recognition. There can be no membership restrictions with respect to sex, race, creed, national origin, religion or physical limitations.

B. Guidelines for Seeking Recognition

1. A group of students seeking College recognition as a student organization must submit to the Office of the Director of Student Life an application; proposed charter and constitution; a roster with a minimum of five members, all who must be currently enrolled students; a listing of officers, including a college advisor; and a statement of acceptance of College Policies.
2. The application must contain the proposed name, purpose, name of College Advisor, type of organization, and affiliation with other organizations, if applicable. All recognized student clubs and organizations must have a full-time MDC employee on the campus that the organization is seeking approval as the official advisor on record. If students are unable to obtain a College Advisor, then the College will assign one to them until such time as they

can secure their own.

3. The application must include a statement that the organization will not violate any applicable federal or local laws, rules and regulations including, but not limited to, state legislative provisions, State Board of Education Rules, or community college rules and procedures.
4. The application must also include an anti-hazing statement in accordance with College Policy IV-3: Student Organizations.
5. The Director of Student Life will submit the application to a Student Board of Review for its review and recommendation. A meeting of the Student Board of Review should take place within ten school days following submission of the application to the Director of Student Life.
6. The Student Board of Review, consisting of members of existing organizations and an advisor from the Student Life staff appointed by the Director of Student Life, reviews the proposed charter and makes recommendations to the Director of Student Life.
7. When a proposed charter is determined to be satisfactory, the Director of Student Life will notify the organization.
8. If a proposed charter suggests policies, philosophies, or procedures not consistent with the best interest of the College or the students it serves, the Student Board of Review is authorized to recommend denial until such objectionable policies or philosophies have been reviewed. The petitioning group should be advised in writing of the conflict by the Director of Student Life within three days following the meeting of the Student Board of Review.
9. The Director of Student Life may accept or reject the recommendations made by the Student Board of Review. The Director of Student Life's decision will be provided in writing.
10. When a petition has been denied by the Director of Student Life, it may be appealed to the Student Dean. The appeal must be submitted in writing to the Dean within ten days following receipt of notice from the Director of Student Life.
11. The decision of the Student Dean will be final on behalf of the College.

C. Prohibitions Against Hazing by Student Organizations


All organizations are prohibited from engaging in any form of hazing either on campus or off campus. Hazing means any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of a community college, hereinafter referred to as "community college organization." Such term shall include, but is not limited to, any brutality of a physical nature, such as whipping, beating, branding, forced consumption of any food, liquor, drug, or other substance, or any other forced physical activity which could adversely affect the physical health or safety of the individual, and shall include any activity which would subject the individual to extreme

mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual. For purposes of this section, any activity as described above upon which the initiation or admission into or affiliation with a community college organization is directly or indirectly conditioned shall be presumed to be a "forced" activity, the willingness of an individual to participate in such activity notwithstanding.

1. Any hazing activity is to be reported to the Director of Student Life for investigation.
 - a) The Director of Student Life will appoint a review panel consisting of two students not involved with the accused organization/student, two faculty members and a campus administrator to present findings and recommendations regarding the hazing incident.
 - b) The Director of Student Life will make a recommendation to the Student Dean .
 - c) An individual or organization may appeal any findings to the Student Dean. The decision of the Student Dean will be final on behalf of the College.
 - d) Sanctions can be leveled against individuals or an organization.
2. Any organization found guilty of hazing will have its charter revoked for a minimum of one year.
 - a) Any individual charged with hazing will be subject to a disciplinary hearing by the Student Dean in accordance with the Student Disciplinary Procedures as set forth in College Procedure 4030. Any individual found guilty of hazing will forfeit membership in all campus organizations for the duration of their enrollment at the College.

D. Fundraising

Student clubs and organizations are encouraged to do fundraising. Agency Funds (Fund 6) accounts are to be established to account for money generated from fundraising by student clubs and organizations. To maintain an adequate record for internal control purposes, any money collected outside the Bursar's Office should follow Procedure number 3109 – Cash Receipts.

	
1/13/04	
PRESIDENT	DATE