



# Student Life

# Student Organization Registration Packet

Date \_\_\_/\_\_\_/\_\_\_

Organization Name & Chapter (If Applicable) \_\_\_\_\_

Type of Organization: Social \_\_\_ Educational \_\_\_ Community Service \_\_\_  
Other \_\_\_ Describe \_\_\_\_\_

## STUDENT

Name \_\_\_\_\_

Address \_\_\_\_\_

Home Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Work Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Pager (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ E-mail \_\_\_\_\_

## ADVISOR

Name \_\_\_\_\_

Address \_\_\_\_\_

Home Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Work Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Pager (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ E-mail \_\_\_\_\_

## DESCRIPTION/PURPOSE

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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## STUDENT ORGANIZATION GUIDELINES AND RESPONSIBILITIES

### INTRODUCTION

Any group of Miami Dade College, North Campus that has 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. Meetings are limited to two, after which the group is required to submit the *Student Organization Registration Packet*, completed in its entirety, to be recognized by the Student Life Department.

Groups may have more than one advisor and in that case, each advisor must submit an *Advisor Form*. Organizational advisors must be full-time faculty or staff or part-time faculty of MDC, North Campus.

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

Each returning organization is responsible for submitting the *Student Organization Membership Update Packet*, with necessary information (*Name, Student #, Address, Phone #, High School, Graduation Date and Email*) to the Student Life Department immediately following elections.

### STUDENT ORGANIZATIONS

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.

Student Organizations at Miami Dade College, North Campus form an integral part of the overall Student Life program. Each registered organization should send at least one representative to the Student Government Association meetings.

## STUDENT ORGANIZATION ROOM GUIDELINES

### Hours of Operation:

Monday – Thursday	8:00 AM - 9:00 PM
Friday	8:00 AM - 4:30 PM
Saturday	8:00 AM - 1:00 PM

### Holidays:

The Organization Rooms will be closed during holiday recess.

### Special Events:

The Student Organization Room hours will be extended for special events to accommodate the planning and preparation of the event. The advisor or co-advisor must be present during the extended hours. A memo from the advisor or co-advisor must be submitted to the Student Life Department for processing of extended hours two days in advance.

### Each student organization member wishing to use Room 4204 must adhere to the following procedures:

1. Only student organization members who have been registered with Student Life will have access to Room 4204.
2. Room 4204 will remain locked from the outside during hours of operation.
3. Each student must present his/her student ID and sign-in at the Student Life Department in Room 4208.
4. The Student Life staff will retain the student ID from the organization member while the student is using Room 4204.
5. Upon leaving Room 4204, the organization members who used the room must ensure that it is left neat and orderly; all papers should be filed in appropriate cabinets and any garbage should be placed in the waste containers. The furniture should be returned to its original location.
6. Any student organization member who abuses the privilege of using this room will not be granted access in the future and the organization may be banned.
7. NO FOOD or DRINKS permitted in this room.
8. This is not a meeting room; please reserve other room with the Student Life Department.
9. DO NOT use the printer for multiple printing. Please submit a quick copy request to Student Life.

## ACTIVITY REGISTRATION FOR ON-CAMPUS EVENTS

All student organizations sponsoring an on-campus event must complete a *STUDENT ORGANIZATION ACTIVITY REGISTRATION* Form and submit it to the Student Life Department. The advisor, as well as a student representative must sign the form and submit it FOUR WEEKS prior to the event, SIX WEEKS for major events (all forms are available in Student Life).

If any supplies are needed for the activity or event, a representative of the group must complete a *STUDENT ORGANIZATION SUPPLY REQUEST FORM*.

## **ACTIVITY REGISTRATION FOR OFF-CAMPUS EVENTS**

Student organizations sponsoring off-campus events must complete both a *STUDENT ORGANIZATION ACTIVITY REGISTRATION* Form and an *AGREEMENT FOR OFF-CAMPUS COLLEGE ACTIVITY*. Submit both forms to the Student Life Department. The advisor, as well as the student representative must sign the forms and submit it at least four weeks prior to the event. All activities arranged in the name of the student organization or the College, are considered organization activities and are subject to all College policies. The advisor and the student organization are fully responsible for the event.

## **AVAILABLE ITEMS TO BORROW FROM STUDENT LIFE**

See Student Life, Room 4208, for list.

## **SPEAKERS**

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.

Occasionally, student organizations may wish to collaborate to bring speakers on campus. In these cases, the student organization that invites the speaker(s) must act as the sponsoring club for the event.

## **POLITICAL CAMPAIGNS**

Student organizations may bring political figures on campus to speak to the general student population. These activities must be registered and scheduled with the Student Life Department.

## **ROOM RESERVATIONS**

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 the campus must be registered by filling out a *STUDENT ORGANIZATION ACTIVITY REGISTRATION* 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.

## **RAFFLES**

In compliance with state regulations, no raffles may be held on campus.

## **MAILBOXES**

All recognized student organizations have mailboxes located in the Student Organization Room 4204. All student organizations should check their mailboxes on a daily basis.

## **CABINET DRAWERS / KEYS**

There are cabinet drawers in Room 4204 available to Student Organizations to file important paperwork or anything the organization may need. The key for the drawer will be given to the Student Organization President or Advisor (they must sign for it). There is a \$15.00 fee for lost or stolen keys.

## POSTING AND DISTRIBUTION OF MATERIALS

To post a flyer from a student organization, there must be a maximum of 20 copies (8½ x 11) attached to a *NORTH CAMPUS INTERNAL POSTING REQUEST* (with Advisor signature). If the flyer is non-school related, only one flyer will be posted on the bulletin board located on the 2<sup>nd</sup> Floor of Bldg. 4.

### GUIDELINES FOR POSTING

All materials posted in the North Campus must be stamped by the Student Life Department in compliance with the College Procedures. The following details will serve to clarify the use of the above referenced procedure:

1. A *NORTH CAMPUS INTERNAL POSTING REQUEST* (in Student Life) must be completed, with Advisor signature and a maximum of 20 copies of the flyer must be attached.
2. General access areas include campus walkways, designated bulletin and classroom boards and other open areas. Departmental bulletin and classroom bulletin boards will not be monitored by the Student Life Department.
3. All postings will be put up and taken down by the Student Life Department.
4. Flyers will be posted by the Student Life Department personnel except those in classrooms, which will be the responsibility of the faculty that have elected to accept that assignment, and those items on bulletin boards belonging to specific departments, areas or organizations.
5. Posting and removal dates are required at time of the initial request. Flyers will be clearly marked by a stamp in the Student Life Department.
6. A maximum of 20 flyers will be approved and posted per event (based on availability).
7. Flyer size: 8.5 X 11, flyer style: Portrait/Vertical
8. All postings printed in a foreign language must also include an official English translation.
9. All flyers must indicate the name of the campus organization, individual or department sponsoring the posting.
10. The Miami Dade College logo must be visible on each flyer the organization wishes to post.

### GUIDELINES FOR DANCES / PARTIES

1. The organization's advisor must be present throughout the duration of the function.
2. All dances/parties will be held in the Cafeteria or the 4000 Bldg. Breezeway.
3. A minimum of one security officer is required for all evening dances or fund raising events (costs may vary).
4. All security officers must be on duty from beginning to the end of the dance/party.
5. The dances/parties must not exceed 1:00 am (NO EXCEPTIONS).
6. No advertisement of any kind is permitted off-campus, or are announcements permitted at the local football games.
7. Only MDC students with valid identification will be permitted to attend the dances/parties (their guests included).
8. A work order must be submitted to leave the air conditioning on for events on Saturday or Sunday.
9. Any expenses occurred, such as, overtime for A.V. personnel, lighting technicians, etc., will become the responsibility of the organizations.
10. Clean up must be completed by the organization.
11. Any damages done to school property will be the responsibility of the organization.

### GUIDELINES FOR FUNDRAISING

1. Submit a *STUDENT ORGANIZATION ACTIVITY REGISTRATION* Form at least TWO WEEKS before date.
2. List the date, time and location of fundraising event and obtain approval from Student Life.
3. Specific days will be designated for bake sales and will only be permitted after cafeteria hours of operation (this includes the remote located in Building 7). Requests are honored on a first come, first served basis.
4. Items not to be sold include, but are not limited to: perishable goods, i.e. hot dogs, sandwiches, hot foods.
5. The organization is responsible for buying/providing all extra supplies needed for any event. Be sure to bring paper plates, napkins, cups, and tablecloths, etc. Do not take plastic utensils, napkins, cups, etc., from the vending area or from the Campus Food Services.
6. Bring a sign to advertise your fundraiser.
7. Clean up the area when the activity is finished.
8. Failure to follow these requests could mean a discontinuation of fundraising activities.

## REQUESTING GUIDELINES

- ❑ All events and requests for rooms must be made through the Student Life Department. Fill out the *STUDENT ORGANIZATION REQUEST FORM* for items you may need for events (items are limited and may vary).
- ❑ All originals of Student Life forms are kept in the organization files, copies will be made for the organizations.
- ❑ All originals of work orders, i.e. Campus Services, Media Services, etc. must go to the appropriate departments and copies are made for Student Life and the organization.

ITEM REQUESTED	FORMS USED	REQUESTS MUST BE SUBMITTED <i>(Prior to event date)</i>
<ul style="list-style-type: none"> <li>• Activities or Events (On or Off-Campus)</li> </ul>	<ul style="list-style-type: none"> <li>*Student Organization Activity Registration</li> <li>*Student Organization Request Form</li> <li>*Work Order: Campus Services</li> </ul>	<b>20 Working Days</b>
<ul style="list-style-type: none"> <li>• Cafeteria</li> <li>• Breezeway</li> <li>• Quiet Dining Room</li> <li>• M.J. Taylor Lounge</li> <li>• Meeting Rooms</li> </ul>	<ul style="list-style-type: none"> <li>*Student Organization Activity Registration</li> </ul>	<b>20 Working Days</b>
<ul style="list-style-type: none"> <li>• Pipes &amp; Drapes</li> <li>• Tables and Chairs</li> <li>• Stage</li> <li>• Podium</li> </ul>	<ul style="list-style-type: none"> <li>*Student Organization Request Form</li> <li>*Work Order: Campus Services</li> </ul>	<b>20 Working Days</b>
<ul style="list-style-type: none"> <li>• Sound Equipment</li> <li>• Portable Sound System</li> <li>• Computer Equipment</li> </ul>	<ul style="list-style-type: none"> <li>*Media Services Request</li> </ul>	<b>10 Working Days</b>

## STUDENT ORGANIZATION RESPONSIBILITIES

1. Complete a *Student Organization Registration Packet* and submit it to the Student Life Department. New organizations must include a roster of officers and a minimum of ten members. Each student must be registered for a minimum of 6 credits. The signatures of the advisor and the chair of his or her department must be on the *Advisor Form* (located in the *Registration Packet*). Returning organizations must complete the *Membership Update Packet* at the beginning of each term.
2. Advisors must be full-time faculty or staff or part-time faculty of MDC, North Campus.
3. Hold all meetings and plan all activities and events in consultation with the Faculty or Staff Advisor of the organization. In the event of an off-campus activity or meeting, an *Agreement for Off-Campus College Activity* must be completed by each member attending the event and submitted for processing to the Student Life Department.
4. The advisor must supervise all activities and events of the organization, as it is required by policy (all on and off-campus activities).
5. Submit forms for approval of an activity or event at least **FOUR WEEKS** prior to the date of the proposed activity or event to the Student Life Department. Major events will require **SIX WEEKS** advance notice. Only approved activities and events may be held (*Student Organization Activity Registration Form*).
6. Event work orders must be submitted to Campus Services, Room 1156, **FOUR WEEKS** prior to the event date (a copy must be submitted to the Student Organization Coordinator at the Student Life Department.)
7. Event contracts must be submitted to the Student Life Department, for approval (signature), **SIX WEEKS** prior to the event date.
8. Insure that all actions of the organization are in accordance with College regulations and policies pertaining to student behavior (*see Students' Rights and Responsibilities Booklet*).
9. 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. **UNDER NO CIRCUMSTANCES SHOULD THE ORGANIZATION PAY THE OFFICERS IN CASH.**
10. 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.
11. Submit all flyers (minimum of 20), to the Student Organization Coordinator in the Student Life Department for posting.
12. All student organizations, their officers and members, are expressly forbidden to engage in any kind of hazing action or situation thereof, in 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.



13. All activities which are in any way publicized on the campus, discussed on 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.
14. Any use of the College mailroom, by student organizations, must be coordinated and approved by the Student Life Department
15. Recruit new members on a schedule that meets the organizations' needs.
16. Consult with a professional staff member in the Student Life Department regarding questions about policies and procedures to be followed.
17. In order to receive contingency funds, students must have exhausted all monies from their agency account.
18. A representative from the organization/club, preferably the President, must attend the monthly Inner-Club Council meetings.
19. Organizations must complete a minimum of **500 hours of community service** per year. Visit the Center for Community Involvement located in Room 1159 to sign up for community service.
20. Organizations must complete a minimum of **500 hours per year** by volunteering for Student Life Department events. Sign up sheets are available in the Student Life Department Room 4208.

## STUDENT ORGANIZATION ADVISOR RESPONSIBILITIES

1. Complete the *Advisor Form*, with the appropriate signatures (located in the *Student Organization Packet*). All new organizations must submit the Packet, in its entirety, to the Student Life Department. Returning organizations must complete the *Membership Update Packet*.
2. Be familiar with the contents of the Students' Rights & Responsibilities Booklet.
3. Assist with the formulation and/or revision of the organization's Constitution and/or By-Laws.
4. Ensure that meetings are properly scheduled, using the periods reserved by the College for student activities, and serve as a resource person at executive and general meetings of the organization.
5. Advise the organization in the planning of activities and events.
6. Be certain that activities and events are approved in advance through the Department of Student Life, in accordance with established procedures. *STUDENT ORGANIZATION ACTIVITY REGISTRATION* Forms need to be in Student Life **FOUR WEEKS** prior to the date of the event and **SIX WEEKS** for major events.
7. **Supervise** all activities and events of the organization as required by policy. Student Life cannot approve the *STUDENT ORGANIZATION ACTIVITY REGISTRATION* 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*).
8. Work with the officers to promote efficient and effective administration within the organization.
9. Assist with the development and training and/or orientation programs for new members of the organization.
10. Consult with the Student Life Department when questions and problems regarding the organization arise.
11. All requests for allocation of funding must be signed by the advisor and returned to the Student Life Department at least **SIX WEEKS** prior to the event.
12. Advisors must be full-time faculty or staff or part-time faculty of MDC, North Campus.
13. Advisor will work closely with the Student Organization Treasurer to monitor the balance and status of their Agency Account.
14. Reimbursements will be made out to the Student Organization Advisor.
15. Advisor and a representative from the organization/club must attend the monthly Inner-Club Council meetings.



DEPARTMENT OF STUDENT LIFE  
ROOM 4208

STUDENT ORGANIZATION ADVISOR AGREEMENT FORM

This is to certify that I agree to serve as Faculty / Staff Advisor to:

\_\_\_\_\_  
*Name of Organization*

for the \_\_\_\_\_ school year. I am familiar with the *Students' Rights & Responsibilities* and the rules and regulations governing campus-approved organizations.

PLEASE PRINT

\_\_\_\_\_  
Name Date

\_\_\_\_\_  
Department / Room # Extension

\_\_\_\_\_  
Home # Cell / Bp. #

\_\_\_\_\_  
Advisor (Print Name) Signature Date

\_\_\_\_\_  
Department Chair/Manager (Print Name) Signature Date

\_\_\_\_\_  
Student Life Director, North Campus (Print Name) Signature Date

\_\_\_\_\_  
Director of Retention & Transition (Print Name) Signature Date

\_\_\_\_\_  
Dean of Student Services, North Campus (Print Name) Signature Date

**IF MORE THAN ONE ADVISOR, PLEASE FILL OUT A FORM FOR EACH.**



DEPARTMENT OF STUDENT LIFE  
ROOM 4208

STUDENT ORGANIZATION ROSTER

DATE \_\_\_\_\_

TERM \_\_\_\_\_

ORGANIZATION NAME:

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ADVISOR NAME \_\_\_\_\_

DEPARTMENT / ROOM # \_\_\_\_\_ PHONE # \_\_\_\_\_

*WE, THE UNDERSIGNED MEMBERS OF*

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*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.*

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Organization President (Print Name)	Signature	Date
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Advisor (Print Name)	Signature	Date
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Student Life Director (Print Name)	Signature	Date
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Director of Retention & Transition (Print Name)	Signature	Date
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Dean of Student Services, North Campus (Print Name)	Signature	Date
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**DEPARTMENT OF STUDENT LIFE  
ROOM 4208**

**OFFICERS**

Name of Organization: _____				
Date: _____				
<b>President:</b> _____				
Name				Student #
( ) _____ - _____				Phone #
Address	City	State	Zip Code	
/				
High School Attended		Graduation Date		E-mail
<b>Vice-President:</b> _____				
Name				Student #
( ) _____ - _____				Phone #
Address	City	State	Zip Code	
/				
High School Attended		Graduation Date		E-mail
<b>Secretary:</b> _____				
Name				Student #
( ) _____ - _____				Phone #
Address	City	State	Zip Code	
/				
High School Attended		Graduation Date		E-mail
<b>Treasurer:</b> _____				
Name				Student #
( ) _____ - _____				Phone #
Address	City	State	Zip Code	
/				
High School Attended		Graduation Date		E-mail
_____				
Name				Student #
( ) _____ - _____				Phone #
Address	City	State	Zip Code	
/				
High School Attended		Graduation Date		E-mail
_____				
Name				Student #
( ) _____ - _____				Phone #
Address	City	State	Zip Code	
/				
High School Attended		Graduation Date		E-mail

**ALL FORMS MUST BE COMPLETED IN ITS ENTIRETY**

**DEPARTMENT OF STUDENT LIFE  
ROOM 4208**

**MEMBERS**

Name of Organization: _____				
Date: _____				
Name				Student #
Address City State Zip Code				( ) - - Phone #
High School Attended				Graduation Date
Name				Student #
Address City State Zip Code				( ) - - Phone #
High School Attended				Graduation Date
Name				Student #
Address City State Zip Code				( ) - - Phone #
High School Attended				Graduation Date
Name				Student #
Address City State Zip Code				( ) - - Phone #
High School Attended				Graduation Date
Name				Student #
Address City State Zip Code				( ) - - Phone #
High School Attended				Graduation Date
Name				Student #
Address City State Zip Code				( ) - - Phone #
High School Attended				Graduation Date

**PLEASE ATTACH A TYPED COPY OF THE INFORMATION REQUIRED, IF MORE SPACE IS NEEDED.**

MIAMI-DADE COLLEGE, NORTH CAMPUS  
11380 NW 27 AVE Miami, FL 33167-3418

**SUGGESTED OUTLINE OF CONSTITUTION**

**PREAMBLE** (i.e. Statement of Purpose)

We, the members of Miami-Dade College, North Campus

\_\_\_\_\_ (Name of Organization)

hereby associate ourselves to:

\_\_\_\_\_ (Statement of Purpose, Activity, etc.)

as of \_\_\_\_\_ (Date)

**ARTICLE I. NAME**

The name of this organization shall be:

\_\_\_\_\_ (Name of Organization)

**ARTICLE II. OBJECTIVES**

\_\_\_\_\_ (State the Objectives of the Organization)

**ARTICLE III. MEMBERSHIP**

**Section 1.** The membership of this organization shall be open to (Specify Requirements)

**Section 2.** A quorum of membership for voting purposes shall be reached when \_\_\_\_\_ of the regular members are present. (Group may decide: quorum may vary from 1/3 to 2/3 of membership).

**Section 3.** Any member absent for \_\_\_\_\_ consecutive meetings, without valid excuses, must petition for re-admission to the organization.

**Section 4.** Race, creed, handicap, sex, personality social status, or religion shall not be a factor in deciding which students may join the organization.

**Section 5.** In order to reject an applicant to membership, 50% plus one (1) of the quorum must vote against the applicant.

## ARTICLE IV. OFFICERS AND DUTIES

The officers of the organization shall be: President, Vice-President, Secretary, Treasurer, 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 orders, to appoint committee hands, to call special meetings, etc.
- 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 meetings, etc.
- Section 3.** The duties of the Secretary shall be to keep records of the meetings, to maintain the roster membership, to take role, be responsible for correspondence, etc.
- Section 4.** The duties of the Treasurer shall be to collect dues, maintain financial records, make expenditures, to render regular reports upon request, etc.
- Section 5.** Duties of any other officers.

## ARTICLE V. ELECTION OF OFFICERS

Election shall be held on the specific 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 (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 the office shall be \_\_\_\_\_.
- Section 3.** Nominations shall take place (date of election, preceding week, etc.)
- Section 4.** Votes shall be counted by \_\_\_\_\_.
- Section 5.** Installation of new officers shall take place.

## ARTICLE VI. REMOVAL OF OFFICERS

- Section 1.** Situations/Conditions that would call for such actions.
- Section 2.** Procedures for such actions to take place.

## ARTICLE VII. SUSPENSION AND EXPULSION OF MEMBERS

- Section 1.** Situations/Conditions that would call for such actions.
- Section 2.** Procedures for such actions to take place.

## ARTICLE VIII. COMMITTEES (Optional: Some groups specify)

The group may create different committees to better fit the organizations needs.

## ARTICLE IX. FACULTY / STAFF ADVISOR

This group shall have a regular faculty / staff advisor who will attend all meetings and advise the organization (*follow Student Organization Advisor Guidelines*).



## ARTICLE X. MEETINGS AND DUES

**Section 1.** Meetings shall be held regularly at a time specified by that 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 XI. ROBERT'S RULES OF ORDER

Robert's Rules of Order shall be used as a guide for the presiding officer in all situations not covered by provisions of the constitution.

## ARTICLE XII. AMENDMENTS

Amendments to this constitution shall be submitted to the President writing for submission to the members for vote. A \_\_\_\_\_ vote shall suffice adoption thereof, subject to approval by the Director of Student Life and the appropriate organizational council.

## HOW TO CHAIR A SUCCESSFUL MEETING

**MOST OF YOU HAVE CHAIRED A MEETING BEFORE AND MAY "KNOW IT ALL".**

**USE THIS REFRESHER.**

**USE THIS INFORMATION TO SAY, "HOW CAN I IMPROVE THE MEETINGS I CHAIR?"**

**OPEN YOUR MIND TO IDEAS.**

1. Prepare and distribute the agenda in advance
  - Plan for the meeting – materials available
  - Establish meeting time
  - Indicate on the agenda
    - "For Discussion"
    - "For Decision"
    - "For Information"
  - Early part of the meeting is more creative – " \*Star \* " items later in the agenda
2. Distribute the minutes from the previous meeting in advance.
3. Start on time.
4. Have someone take minutes (Secretary).
5. Follow Parliamentary Procedure.
6. Follow the agenda. Papers distributed at the meetings should be brief.
7. Be objective. Facilitate.
8. Encourage participation from all. Delegate. Go around the room.
9. Recognition.
10. Keep the meeting on track.
11. Establish the time and date for the next meeting.
12. Always close the meeting with items that unite the group.
13. Adjourn the meeting on time.
  - 1-1/2 hours is plenty; Over 2 hours is nonproductive

## PREPARING AN AGENDA IN ADVANCE!

**CREATES PURPOSE, MOMENTUM!**

**THINK ABOUT MATERIALS REQUIRED!**

**MAKE PHONE CALLS!**

**LET EVERYONE KNOW THE TOPICS, SO THEY CAN BE PREPARED!**

**I. CALL TO ORDER**

The chairman says, "The meeting will please come to order." – Record the time.

**II. ROLL CALL**

The members say "present" as their names are called or sign an attendance sheet.

**III. MINUTES**

The Secretary reads a record of the last meeting. – Have the members make corrections and approve them after.

**IV. SUBJECTS (LIST)**

List if there will be discussion only, information only, or if a decision is required, etc.

**V. OFFICER REPORTS**

The officers type a report stating what they are working on and what has been accomplished and it is given to the Chairperson, then read aloud to the attendees

**VI. SUBCOMMITTEE or ORGANIZATION/CLUB REPORTS**

\*First - Reports are given by "standing" or permanent subcommittees; then from "ad hoc," or special committees.

\*Second - If there are any representatives from organizations or clubs present, have them give a report on upcoming events or any necessary information.

**VII. OLD BUSINESS**

Business left over from previous meetings.

**VIII. NEW BUSINESS**

Introduction of new topics.

**IX. ANNOUNCEMENTS or OPEN FORUM**

Informing the committee of other subjects and events. Confirming the next meeting. This portion is open for members to share their concerns and it will not be recorded on the minutes.

**X. ADJOURNMENT**

The meeting ends by a vote, or by general consent (or by a Chair's decision if time of adjournment was prearranged by vote).