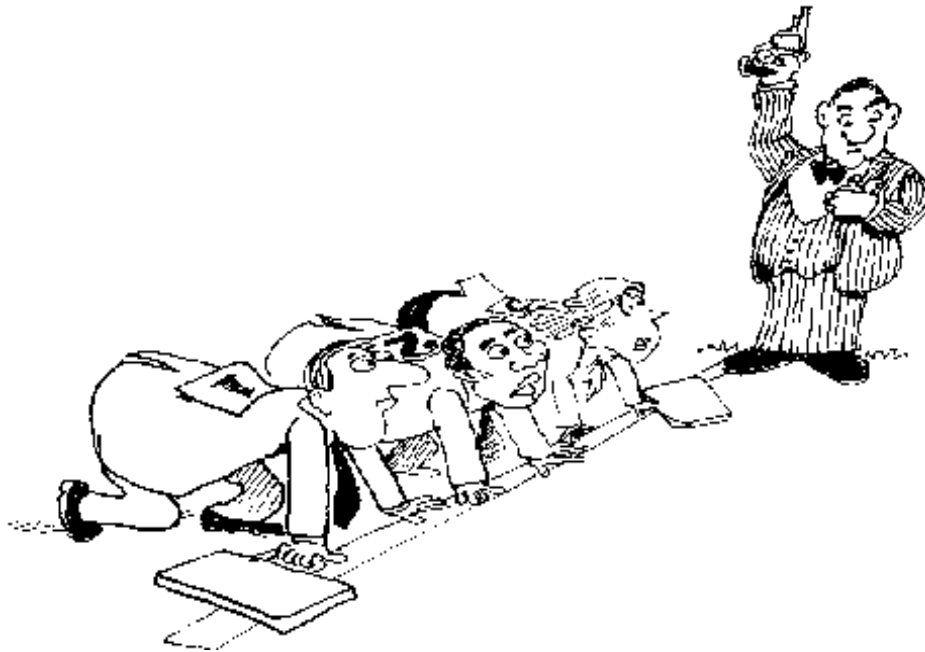


"The Starter Kit"

A handbook to get your student club or organization off the starting line



Prepared by the Student Life & Leadership Development Office



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The Purpose of "The Starter Kit"

This handbook is meant to serve as a general guideline for the establishment of student initiated co-curricular student organizations at Florida Community College*. Once the organization has been established by completing the necessary forms contained within, the organization advisor will receive the Student Clubs and Organizations Advisor's Manual, which details the management and operation of student organizations. The campus Student Life & Leadership Development (SLLD) Coordinator has the responsibility of advising student organization advisors and student members in regards to their planned activities. It is the responsibility of the student organizations to inform the Student Life Coordinator of their plans. This can be done through personal contact and/or written requests.

The College is governed by the District Board of Trustees. Most of the activities of an organization will be directly guided by the College's Administrative Procedures Manual (APM's) and Rules of the Board of Trustees.

The APM's directly pertaining to student organizations are available in the SLLD Office. The SLLD Coordinator will assist advisors and student organization officers in interpreting APM's. It is best to inquire first as it may save you time, energy, and possibly money.

*Student initiated co-curricular student organizations do not include groups which exist as an established part of the college curriculum and/or competitive teams which are coached by employees who are compensated for their duties. These organizations are required to handle their earned funds, if any, in the same manner as all student organizations (outlined in this handbook) but they are not required to charter/re-charter as they are groups that are formed by the college. These "exempt" groups include varsity athletic teams, Band, Chorale, Brain Bowl, Forensics, Theatre, The Campus Voice, The Experience, Phi Theta Kappa, and the Student Government Association.

Role of Student Life & Leadership Development

The Student Life & Leadership Development (SLLD) office shall act as a resource for all co-curricular student organizations. The Coordinator shall serve as a resource for organization advisors and members. The SLLD Office will also serve as the location for the permanent and official organization records. These records will include but not necessarily be limited to the following:

- Charter/constitution (see guidelines to charter)
- Financial Records. (See organization finances)
- Written record of business meeting and/or form to justify club expenditures

Organization advisors and student officers should feel free to utilize the SLLD staff to assist the organization. Poster/banner making, set-ups for events, advice on purchases, use of the telephone for organization business, and other related activities are available upon request.

The SLLD Coordinator is responsible for guiding the actions of a student organization to insure that the activities follow established college policies. Areas covered by specific college policies and APM's include, but are not limited to, travel, funding, and chartering.

It is imperative that the SLLD Office be informed of all of the activities planned and conducted by a student organization. This will assist the office in serving as the information resource for campus and community activities and also enable the office to offer assistance to the organization when appropriate.

Guidelines to Charter/Re-charter A Student Organization



A request to charter/re-charter a student organization (page 12) must be submitted to the Coordinator of Student Life & Leadership Development (SLLD) in order to charter/re-charter an organization. A new organization can be chartered at any time throughout the school year. An existing organization should re-charter annually by October 1st. If an organization fails to re-charter for two consecutive years (using October 1st as the deadline) then that organization is considered disbanded. The earned organization funds, if any, will be equally disbursed among the campus organizations that are presently chartered. Organizations will not be allowed to utilize approved college and/or organization funds and other

college resources without a current charter on file.

A submitted charter/re-charter must include the following to be considered for approval:

1. Name of the club or organization.
2. A one-paragraph description of the purpose of the organization.
3. A list of planned projects for the academic year.
4. A list of at least seven charter members with student numbers, addresses, phone numbers.
5. The name of the elected officers.
6. A signed Advisor agreement (page 6).

The review process for an organization charter follows:

1. The SLLD Coordinator will review the form and may request recommendations from the Student Government, faculty, and administrators.
2. The SLLD Coordinator will recommend to approve or disapprove the request.

The SLLD Coordinator will advise the Dean of Student Success and Campus President of the existence of the club or organization.

If the request is denied, the club or organization has the right to appeal. Appeals process information is available in the SLLD office (see page 14). All charters will be kept in the organization's permanent file in the SLLD Office.

Membership

Membership in all student organizations is open to all registered students without regard to race, color, religious beliefs, national origin, sex, marital status, or disability. Active membership is limited to students currently enrolled at the college. Honorary membership can be given to alumni if this is addressed in the constitution.

Hazing

Hazing of any form is prohibited. "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.

Constitutions

A constitution for a chartered organization should be submitted to the Student Life & Leadership Development (SLLD) Office within 30 days from the date that the initial charter is granted to the organization. The constitution will be kept in the organization's permanent file. The chartered organization may conduct business during the 30 day period following the approval of the initial charter. No business may be conducted after this period without a constitution on file. The SLLD Coordinator will review all constitutions. The constitution will remain in effect until it is amended by the organization. The constitution will become null and void if an organization disbands. Organizations can use the constitution provided in this handbook or develop their own.

Organization Records

The organization shall attempt to record minutes and/or a written summary of the business conducted at their meetings. This documentation should be shared with members at the next regularly scheduled meeting and should be on file in the Student Life & Leadership Development (SLLD) Office. All financial transactions must be supported by written documentation such as minutes or summaries of appropriate meetings which substantiates the intent and plans of the student membership. Financial expenditures must be approved by the advisor.

Role of the Student Organization Advisor/ Advisor Agreement

A student organization advisor must be a permanent full-time or part-time employee or a currently employed adjunct faculty member.

The organization advisor assumes advisory roles in relating to the organization by:

1. Having a concern for the ongoing function of the organization. This can be easily actualized by regularly attending executive board and organizational meetings.
2. Being informed of college policies and procedures and helping the organization follow these.
3. Being aware of the goals and directions of the organization and to help the members evaluate their progress toward these goals, thus developing the leadership skills of the members.
4. Working in an advisory capacity with the executive board of the organization in ordering and implementing the organization's business, both as a group and as individuals.
5. Being accessible and serving as a resource person for alternative solutions to problems and to help resolve problems and issues confronting the group.
6. Countersigning all withdrawals on the account in order to be informed of the financial status of the organization. This will insure that the expenditure is appropriate and valid to the purpose of the organization.
7. Requesting all college space so as to be informed of all meetings/activity requests and programs sponsored by the organization. The college suggests that the advisor attend all meetings and events.

The Office of Student Life & Leadership Development (SLLD) is a resource for student organizations and for student organization advisors. Please feel free to contact us at any time. Throughout the year we try to provide a variety of skills and leadership workshops which can be valuable to the advisor and the students. We are also willing to attend your organization's meetings to work with the organization to resolve a problem or to teach new skills. An advisors agreement must be on file for all student organizations.

I have read the Advisor Agreement and understand what is expected of an advisor.

Organization _____

Advisor's Signature and Date



Funding

Organizations can request college funds through the Student Life & Leadership Development Office and/or, with the approval of the Student Life & Leadership Development Coordinator (SLLD), earn funds through dues, donations, and fund raising activities.

College Funds

These funds are college provided, are meant to serve as seed money for a student organization, and can be utilized through the normal college purchasing procedures. The process begins with the SLLD Office.

Organization Funds

These funds are funds earned by the organization through approved activities. Such as dues, donations, and fund raising activities. These funds must be deposited in a club account through the SLLD Office. Organizations are prohibited from establishing and maintaining financial accounts at institutions other than the college. The SLLD Office will issue a receipt to the individual who is depositing the organization funds. All disbursements of these funds must be requested through the SLLD Office.

Expenditures of these funds will follow normal college guidelines. Documentation and receipts are required for all deposits and expenditures.

The SLLD Office will maintain a ledger account for each individual organization. It is the intention of the college to enable organizations easy access to their earned finances. Checks for monies from these accounts will be processed within three days.

At no time may organization funds be spent without first depositing the funds in the appropriate college account. This will allow an audit trail and protect the club members, advisor, and other college personnel from personal liability.

Organizations that do not have a current charter on file will not be allowed to utilize college or organization funds.

Organization Finances

All funds, whether they are college or organization funds, must be accessible to college officials for audit purposes. In order to insure this, all funds must be kept in college accounts. The SLLD Coordinator will be the budget administrator for their respective campuses. Organizations are not permitted to open and maintain financial accounts outside of the college.

All financial transactions must follow college procedures and guidelines. This section will deal with funds that are earned by the organization. These funds are referred to as organization funds.

Procedures & Policies Regarding Organization Funds

Deposits:

1. All student organizations must deposit funds they have raised into their campus club account through the Student Life & Leadership Development Office (SLLD).
2. The SLLD Office will issue a receipt for deposited funds and will deposit the funds at the campus business office.
3. The organization funds will be held in a campus account managed by the SLLD Office. The SLLD Office will establish and maintain individual ledgers. These ledgers are open for perusal and review by the organizations. Organizations are encouraged to also maintain their own financial records.

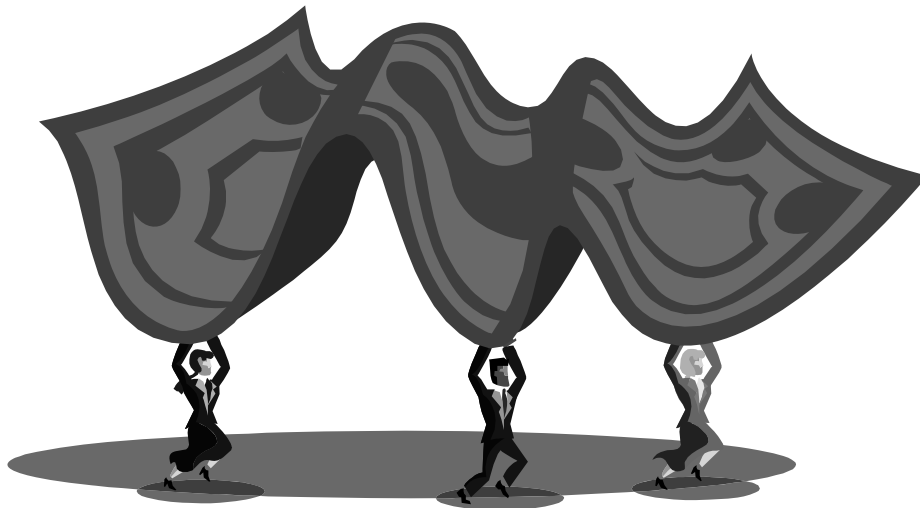
Disbursements:

1. All requests for disbursements will be submitted in writing to the campus SLLD Office. All disbursement requests will be approved by the organization, club advisor, and SLLD Coordinator. Written documentation/records of the club meetings (i.e., memo, note, and minutes) should substantiate the request and must be on file at the SLLD Office in order to disburse funds.
2. Requests for disbursements can be made up to the balance in the organization account.
3. An organization can request a petty cash advance of up to \$50 from the campus business office through the campus SLLD Office.
4. Checks will be issued in three days or less based on Friday and Wednesday cutoffs. Contact SLLD for specific procedures.
5. If the request is for an advance, receipts and any change must be turned in within five days after the conclusion of the event. If the check is made payable to a vendor, appropriate receipts must be turned in to the SLLD Coordinator. It is the duty of the organization's representative and the SLLD Office to reconcile the organization ledger account. It is the responsibility of the SLLD Office to reconcile the advance payment with the receipts at the business office (the SLLD Coordinator will be the liaison between the organization and the Business Office).
6. The SLLD Coordinator is responsible to the organization and the college for ensuring that all documentation and expenditures fall within the approved college guidelines.
7. No funds may be spent on alcohol, illegal substances, or for any purpose deemed illegal.

Procedures for Disbursing Funds of Disbanded Organizations

If an organization disbands, or fails to re-charter for two consecutive years (see page 4), organization funds that they have earned will be equally disbursed among the presently chartered organizations on that campus. The procedures for this disbursement process follow:

1. The Student Life & Leadership Development (SLLD) Coordinator will notify, by memo, the Director of Co-Curricular Programs and Leadership Development and the appropriate individuals in the finance department that he/she is taking action to disburse the balance of funds in the ledger account of the defunct organization.
2. A memo will be sent to all presently chartered campus clubs notifying them that their balance in their ledger account will be increased due to the disbursement of the funds of the defunct organization. The amount will be determined by dividing the balance of the account by the number of presently chartered campus organizations.
3. The SLLD Coordinator will make the appropriate changes in the ledger accounts of the affected organizations.



Student Organization Expenditures Form

Name of organization:

Date of Request: _____

Person Making Request _____

Position _____

Nature of Request _____

Summarize the organization meeting where the request was authorized. (Include names of members present, date and place meeting, and a short statement regarding the procedures, etc. regarding the proposed expenditure).

Source and Amount of funds requested:

Organization Funds _____

College funds _____

List name and social security number of the individual who will be expending the funds for organization.

Name _____

SS# _____

I attest that this request is an accurate record of the proceedings and wishes of our student organization.

Student Organization President/Coordinator _____ Date _____

Advisor _____ Date _____

First 7 charter members, student numbers, and addresses.

1. _____ # _____
Name & Student Number

Phone Number

Address

2. _____ # _____
Name & Student Number

Phone Number

Address

3. _____ # _____
Name & Student Number

Phone Number

Address

4. _____ # _____
Name & Student Number

Phone Number

Address

5. _____ # _____
Name & Student Number

Phone Number

Address

6. _____ # _____
Name & Student Number

Phone Number

Address

7. _____ # _____
Name & Student Number

Phone Number

Address

8. _____ # _____
Name & Student Number

Phone Number

Address

9. _____ # _____
Name & Student Number

Phone Number

Address

Constitution

Constitution for _____

A. The name of the organization shall be:

B. The purpose of this organization shall be:

C. Membership shall be open to all currently enrolled FCCJ students.

D. The officers of the organization and their duties are as follows:

1. President assumes the responsibility of leadership for the organization, serves as the official spokesperson for the group, and calls and presides over all meetings.

2. Vice-President presides over the meetings in the President's Absence.

3. Secretary records the minutes of all official meetings and handles the group's correspondence.

4. Treasurer duties dependent upon funds.

E. The officers shall be elected by majority vote and shall hold office from the date the charter is approved until end of summer term.

F. The _____ (club name) shall meet weekly.

G. Dues are not required. If dues are assessed, a statement must be made in the constitution about the amount and frequency of payment.

H. The Club may appoint standing committees as needed. Special committees can be appointed by the President pending approval of the group.

This constitution may be amended by 2/3 vote of the active membership and the approval of the Student Life & Leadership Development Coordinator.

President

Date adopted

Faculty Advisor

Student Life & Leadership Coordinator

Date reviewed

Appeals Process

The organization has the right to appeal if its application to form a club or organization or re-charter is denied. If the organization decides to appeal, the following process is provided.

1. The appeal will be made in writing to the Student Life & Leadership Development (SLLD) Coordinator and Dean of Student Success delineating the reason(s) for the appeal.
2. The Dean of Student Success will request the proposed organization's file and a written statement from the appropriate SLLD Coordinator indicating the reason for denial.
3. The Dean of Student Success will recommend a course of action to the SLLD Coordinator.
4. The SLLD Coordinator will inform the organization of the Dean of Student Success's decision.
5. If an organization chooses to appeal to the next level they may request that their appeal be reviewed by the Campus President/Center Director.
6. The Campus President/Center Director will recommend a course of action to the SLLD Coordinator.
7. The SLLD Coordinator will inform the organization of the Campus President/Center Director's decision.
8. If an organization chooses to appeal to the next level they may request that their appeal be reviewed by the College President.
9. The College President will recommend a course of actions to the Campus President, who will in turn inform the SLLD Coordinator of the College President's decision.
10. The decision of the college President will be final.

