

NEW STUDENT ORGANIZATION FORMATION PACKET



**A PACKET OF PROCEDURES AND
POLICIES TO GET YOU STARTED**

TABLE OF CONTENTS

Introduction Letter.....	3
New Student Organization Formation Checklist.....	4
Developing a Good Relationship with Your Advisor.....	5
Advisor Responsibilities.....	6
Advertising on Campus.....	7
** Statement of Intent to Organize.....	8
** Petition for Official Registration.....	9
** Constitution Guidelines.....	10
** Florida Anti-Hazing Law.....	13



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Dear Interest Group:

Congratulations on starting your new student organization! The staff from Student Involvement & Leadership are here to help you through the process. Although it may seem like a lot of work, it really isn't that hard, and you can have the satisfaction of having started something new at Florida Atlantic University.

Your first step to starting a new organization is to visit the Club House, Student Union room 227, to discuss the process. Generally, the process includes holding interest meetings, getting a roster of registered FAU students, obtaining a full-time faculty or staff advisor, writing a constitution and getting approval from Student Involvement & Leadership and Student Affairs. If you are looking at starting a sport club, defined as an organization that will compete against other college's clubs or local clubs, you will need the approval of Campus Recreation. If you are looking to start a new social Greek organization, you will also need the approval of Fraternity & Sorority Life.

Florida Atlantic University student organizations are all student run. They survive and grow because of student interest. You can make a difference at Florida Atlantic University!

Good luck on your journey of creating a new student organization!

Best Regards,

Student Involvement & Leadership

NEW STUDENT ORGANIZATION FORMATION CHECKLIST:

Please read and follow the instructions CAREFULLY. The student organization formation process does take time, so we ask for your patience. We are here to answer any of your questions and to help you at any point. Good luck!

- _____ 1. Meet with the Graduate Assistant, Gina Brynildsen, from Student Involvement & Leadership located in the Club House, Student Union Room 227, to receive the New Student Organization Formation packet, process information, and helpful tips.

- _____ 2. Fill out the **Statement of Intent to Organize** form. This form gives you SIX weeks to advertise and hold meetings to recruit members. You are not allowed to hold events (only advertising and general meetings are permitted). If you are a social fraternity or sorority, you need to get approval from Fraternity & Sorority Life. If you are a sport club, you need to get approval from Campus Recreation. All other student organizations can go straight to the Club House. Once you have the proper signatures, turn this form into the Club House within the first six weeks of the fall or spring semester.

- _____ 3. Fill out the **Petition for Official Registration** form. Find ten registered FAU students interested in your student organization to sign the petition. Make sure they include their names, signatures, and Z numbers. Find a full time FAU faculty or staff advisor to sign the petition. Your advisor must be a full-time AMP, SP or faculty member.

- _____ 4. Write a **Constitution**. If you are associated with an off-campus organization (such as a national organization), you must also submit the off-campus organization's constitution.

- _____ 5. Submit the **Petition for Official Registration** and **Constitution(s)** to the Club House.

- _____ 6. Next, there is an approval process. A staff member from Student Involvement & Leadership will read and approve (or disapprove) the constitution. If revisions need to be made, the staff member will contact you to make the corrections. Upon approval from the staff member, the Director of the Student Involvement & Leadership will read and approve (or disapprove) the constitution. All change requests to the constitution will be emailed to you on a timely basis.

- _____ 7. After receiving approval from Student Involvement & Leadership and Student Affairs, you will receive a "welcome letter" via email from Student Involvement & Leadership.

- _____ 8. The last step to becoming a fully recognized student organization is to have a welcome meeting with a staff member in the Club House and in the appropriate department sport clubs meet with Campus Recreation and social fraternities and sororities meet with Fraternity & Sorority Life) The purpose of the meeting is to discuss the general rules and policies of being a club on campus. Additionally, two officers will read and sign the **Florida Anti-Hazing Law** . An advisor must be present for the meeting.

CONGRATULATIONS! You are officially a club on campus!

DEVELOPING A GOOD RELATIONSHIP WITH YOUR ADVISOR

All student organizations are required to have a full time faculty or staff advisor employed by Florida Atlantic University. If you currently have an advisor, but would like to switch advisors, we recommend that you first inform your current advisor of your desire for a new advisor; once a new advisor has been identified, please notify Student Involvement & Leadership.

The faculty/staff member of a student organization is often confronted by the question of what sort of role he/she should take. There is no clear cut answer to this question. Here are some basic concepts that may help:

- The nature of the faculty/staff club advisor interaction with the group will be determined by the type of needs the group has. If the group is new and has inexperienced leadership, the advisor may institute a direct approach. This role is also determined by the personality of the advisor and the expectations of the group. In some cases, the advisors have very dominant personalities and when working with a group, it may be difficult for them to play a passive role. On the other hand, the group may expect the advisor to play a very specific role for the organization. In either case, extreme care will have to be taken to minimize conflict between the advisor and the students.
- Before committing to an advisor, have a prospective faculty advisor meet with your group on several occasions. The students can get to know the faculty/staff member and he/she can make observations about the appropriate style of advisement that should be used. After several meetings, the advisor and the student organization's executives can meet to discuss the observations of the advisor and the expectations of the group for their advisor.

Tips for Maintaining a Good Relationship with Your Advisor:

1. Keep the advisor informed of meetings and activities.
2. Set a meeting time that is convenient for both the members and the advisor. If this is not possible, ask the advisor if he/she could make it to one general meeting a month and see if you can set up a weekly or bi-weekly meeting for the officers and advisor to keep each other informed.
3. Sit down with your advisor and talk about proposed activities. Let him/her know what he/she can help you with. Do not wait until the last minute before going to talk with your advisor.
4. Do things in a timely manner; do not expect your advisor to be able to drop everything to help you with a last minute request. Do not ask the advisor to do work that you should do for yourself.
5. Keep in mind that your advisor volunteered for this position because he/she wanted to help you. Advisors do not get paid for their time. Keeping them informed and saying "thank you" for their help goes a long way in keeping a good advisor for your organization.
6. Be honest.
7. Encourage advisors to attend advisor roundtables, workshops and other leadership opportunities with you and the members of your organization.

ADVISOR RESPONSIBILITIES

Florida Atlantic University places upon student groups a maximum of responsibility for managing their own affairs. This responsibility does not include fiscal affairs. The University must accept final responsibility for all actions of the student group. The advisor serves as the university representative.

Every group must have at least one official advisor who is a full-time faculty or staff member at Florida Atlantic University. All organizations must select their own advisor unless otherwise stated in the group's constitution. The advisor is the chief connecting link between the university and the organization. The advisor will assist the officers, who are primarily responsible, for seeing that all university regulations and policies are followed.

Specific roles of the advisors are as follows:

- Help to enrich the co-curricular experience of the members.
- Meet regularly with the officers of the group to discuss goals, needs and programs.
- Be familiar with university policies and regulation and with the Constitution of the group.
- Attend as many meeting and special events as possible.
- Must attend alcohol and ticketing workshops with the officers of the group, when needed, as well as attend all late night events concerning ticketing or alcohol.
- Act as the budgetary advisor and signature authority of the group's on campus account.
- Encourage and help the group to carry on an active and significant program, and support the broad educational purpose of the university.
- Act as a resource to minimize university red tape.
- Provide continuity for the group.

Responsibilities may change due to policy changes in Student Involvement & Leadership or Florida Atlantic University.

ADVERTISING ON CAMPUS

Posting policy for student organization advertisements: no flyers/poster/sign or notice will obtain approval (stamp) for dissemination unless their program is registered with Student Union reservations (turning in a completed Program Registration Form).

1. Approval of Flyers, Signs, Posters, Notices: Once your event is registered, obtain stamp of approval on all advertising documents in UN 203 in order to be hung on campus. Some areas, such as Housing and Residential Life, require a stamp of approval from that department. All flyers must have the name of the sponsoring student group or department. Alcohol cannot be advertised in any way on any flyer. ALL publications targeting FAU students, faculty, staff, alumni, and the public must include the following statement: *If accommodation(s) for a disability is required contact Person/Phone Number/TTY 1-800-955-8770, a minimum of five (5) working days in advance of the date of the event.* If this statement is not on the materials brought for approval, it will not be stamped.

2. Placement of Signs, Posters, etc.

a. Classrooms, Offices and Corridors: Signs, posters and notices may be attached to approved bulletin boards in the above areas. They may not be attached to any painted surface, glass, vending machines, building fixtures or signs, within or on the exterior of any building, except where appropriate provisions have been made. Each building on campus has their own areas for posting and they should be consulted before any posting is done.

b. Walkways and Campus Grounds: Signs, posters and notices may be placed in the approved sign-holder frames, which are installed on the walkway columns. Plans for the placement of any additional informational signs or bulletin boards for students use will be coordinated by the University. Signs, posters and notices may not be attached by any method to trees, shrubs, plantings or existing signs. The placement of stakes, posts or poles on the campus grounds for the purpose of erecting signs is prohibited. The sponsor of the special event may erect small directional signs, not more than 24 hours before the event.

3. Housing Posting Policy: FAU Registered Student Organizations are the only non-housing affiliated groups permitted to post informational flyers in University Housing areas. Jill Eckardt, Director of University Housing and Residential Life, is the contact for flyer approval in Housing. Please note that in order for a flyer to be approved, it must first be approved and stamped by UN 203. Leave one (1) copy of the flyer for approval in the box specifically for flyers. It will be at Housing's discretion if many copies of the same flyer will be stamped. Additionally, there is a full business day turnaround on all flyers to be approved.

4. Removal of Signs, Posters and Notices: all signs stamped by UN 203 must be removed by the sponsors within 24 hours after the event has taken place. Signs that are torn or disfigured should be removed or repaired. Signs for ongoing events must be removed after seven days from the date of the event. Any and all flyers over two weeks old will be taken down regardless of stamp.

5. Violations: Signs, posters and notices that are in violation of FAU regulations will be removed by the Ground Department and reported to the Student Union. Any student group in violation of these regulations shall be held responsible for any damage to FAU property and may receive additional sanctions.

6. Temporary Ground Signs and Banners: May be placed only at the locations approved in the above policies. Any violations by student organizations in regards to banners and temporary ground signs will be reported to Student Government and the organizations will be held responsible for any damages and/or costs to FAU. Anyone with questions concerning the placement or erection of temporary ground signs or banners should contact the Office of Space Utilization at 561-297-0197. The Temporary Ground Sign/Banner Applications may be found at: <http://www.fau.edu/facilities/osua/info/>

STATEMENT OF INTENT TO ORGANIZE

Proposed Name of Organization: _____

Proposed Objectives/Purpose: _____

~~~~~

## Founding Student #1

Name \_\_\_\_\_ Signature: \_\_\_\_\_

Phone#: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ E-mail: \_\_\_\_\_

## Founding Student #2

Name \_\_\_\_\_ Signature: \_\_\_\_\_

Phone#: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ E-mail: \_\_\_\_\_

## Rights and Privileges:

The proposed organization may advertise and reserve rooms for the purpose of organizing for a period not to exceed six (6) weeks. The proposed organization may only hold informational meetings and may not hold events.

## Non-Discrimination and Anti-Hazing Clause:

We hereby certify that the members of \_\_\_\_\_ will choose and accept new members without discrimination as to race, religion, national origin, age, disability, sexual preference, or gender (social, fraternities and sororities are exempt from the gender discrimination restriction). We further certify that the members of the above-named organization do not, as a part of their initiation procedures or at any other time, engage in hazing. I understand that hazing is danger or physical harm, and any act that injures, degrades, or disgraces, or tends to injure, degrade, or disgrace any fellow student, that student's consent notwithstanding.

## Period of Registration

Student Involvement & Leadership requires a preliminary registration for this student organization which expires on \_\_\_\_\_. If the student organization has not filed the Petition for Official Registration and submitted a complete Constitution by this date, rights and privileges listed above will be revoked.

## Additional Signatures Required

For a sport related club, you must first contact Campus Recreation at 297-4512.  
For a fraternity or sorority, you must first contact Fraternity and Sorority Life at 297-1245.  
All other clubs may submit this form directly to the Club House.

**Please return the completed form (with all proper signatures) to the Club House, Student Union, room 227.  
This form must be submitted within the first six weeks of the Fall or Spring semester.**

Signature (of respective area, if needed) \_\_\_\_\_ Date \_\_\_\_\_

Signature from Student Involvement & Leadership \_\_\_\_\_ Date \_\_\_\_\_



# PETITION FOR OFFICIAL REGISTRATION

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

Will this organization be affiliated in any way with an off-campus organization? YES \_\_\_\_\_ NO \_\_\_\_\_

\*If yes, a copy of the constitution, charter, or article of incorporation of the parent organization must accompany this form.

~~~~~

Name (printed)

Signature

FAU Z Number

Founding Student #1: _____

Founding Student #2: _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

***All petitioners must be Florida Atlantic University students. There must be a minimum of two founding members.*

~~~~~

## Advisor Information

Name \_\_\_\_\_ Signature \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Department and Location \_\_\_\_\_

### *For Official Use Only*

Student Involvement & Leadership \_\_\_\_\_ Date \_\_\_\_\_

Student Affairs \_\_\_\_\_ Date \_\_\_\_\_

# CONSTITUTION AND BYLAWS GUIDELINE FOR STUDENT ORGANIZATIONS

The constitution and bylaws guide a student organization in its operations and activities and, accordingly, are intended primarily for the organization's benefit and use. The constitution contains the fundamental principles and structure of the organization, and the bylaws outline the basic rules of procedure by which a group's membership govern their organization. The constitution and bylaws should be carefully formulated, clearly worded, and kept up-to-date so that the needs of the organization can be met. An approved constitution is necessary to become a recognized student organization at Florida Atlantic University and must be updated and submitted electronically to Student Involvement & Leadership every year during the re-registration period or anytime the constitution is amended. The following outline is provided to assist in the preparation of a constitution and bylaws.

## CONSTITUTION

### **Article 1 – Name of student organization**

The name of this organization shall be \_\_\_\_\_. \_\_\_\_\_ may also be referred to as acronym, if applicable.

*If your student organization has "Florida Atlantic University" or "FAU" in its title, it must follow the main portion of the name. For instance:*

*Acceptable: Coffee Club at Florida Atlantic University or Coffee Club at FAU*

*Unacceptable: Florida Atlantic University Coffee Club or FAU Coffee Club*

*If your student organization is affiliated with a national or international organization, details of the affiliation should be adequately described. The constitution of the parent organization should also be submitted with your student organization constitution.*

### **Article 2 – Purpose of the student organization**

The purpose of this organization shall be \_\_\_\_\_. (Your organization's purpose should be defined in clear and concise terms. You are welcome to attach additional explanation or statements.)

### **Article 3 – Membership of the student organization**

Section 1 – Members: Must be open to all FAU students.

Section 2 – Associate Members: Faculty, staff, and alumni may be associate members. Associate members cannot vote or hold office.

Section 3 – Name of Student Organization shall be in full compliance with all Federal and State nondiscrimination and equal opportunity laws, orders and regulations. Name of Student Organization shall not discriminate against a Student Officer, member or prospective member on any basis identified in FAU Regulation 5.010, except if specifically exempted by law. Name of Student Organization shall be open to all currently enrolled FAU Students, except if specifically exempted by law.

\*\*\*\*\*All groups except those exempt by law must have opportunities for male and female memberships.

## Article 4 – Regulations

Section 1 – Name of organization will abide by all Federal, State and Local Laws and FAU Regulations and policies, including but not limited to the Student Code of Conduct, Code of Academic Integrity, Regulation 4.006, Alcohol and Drug Policy, and all requirements as outlined in the Student Organization Manual.

Section 2 – Name of organization agrees to abide by the Florida Anti-Hazing Law in the Student Code of Conduct and the Student Organization Manual.

## Article 5 – Officers

Section 1 – The officers of this organization shall be President, Vice President, etc. (do not include names).

Section 2 – In order to be eligible for an officer position, candidate must meet requirements as specified by Regulation 4.006. All officers must be registered degree-seeking FAU students who meet the University's minimum qualifications for student officers, which is a 2.5 cumulative GPA and be registered for 6 credits hours for undergraduate students, and a 3.0 cumulative GPA and 3 credit hours for graduate students. Officers have to be in good academic standing and not on probation. Students serving as President must have earned at least 12 college credits. A student may serve in the same position or office for a maximum of two terms during his/her academic career at FAU. A student's academic career includes his/her undergraduate, graduate, and professional course work.

Section 3 – The duties of officers are as follows (list the specific duties for each officer):

- a. President
- b. Vice President
- c. Secretary
- d. Treasurer
- e. Etc.

### **OFFICERS ALERT!**

All student organizations must have a minimum of two qualified officers

**All sport clubs are required to have a minimum of three officers, which must include a Risk Management officer. The President and Risk Management Officer cannot be the same person.**

All student organizations whose activities regularly include domestic or international travel are required to have a minimum of three officers, which must include a Travel Compliance Officer. The President and Travel Compliance Officer cannot be the same person.

## Article 6 – Selection of Officers

Section 1 – Method of nomination procedure and election of officers.

Section 2 – Statement that addresses the issue of a tie.

Section 3 – The officers shall be elected when (what semester) and shall take office when (what semester).  
Officer selection must take place at least once per academic year.

Section 4 – Term of office (may not exceed one year).

Section 5 – Statement whether or not an officer can hold more than one position (if so explain).

Section 6 – Statement whether officers can be re-elected (if so explain).

### **Article 7 – Officer Vacancies**

Section 1 – Should a vacancy occur in any office, it shall be filled how (majority vote, appointment, consensus).

Section 2 – Must include a statement regarding term of the replacement officer (usually the remainder of the current term).

Section 3 – Impeachment process

### **Article 8 – Advisor**

Section 1 – Duties of the faculty advisor

Section 2 – Method of faculty advisor selection

Section 3 - At least one advisor MUST be a full-time faculty, AMP or SP staff member at FAU

### **Article 9 – Meetings**

Section 1 – Regular meetings shall be held when (on what day and how often)

Section 2 – Special meetings may be called by whom, why and how often (appointment, election).

Section 3 – A quorum for any regular or special meeting shall consist of a majority of the members (50% + 1).

Section 4 – Statement of what procedures will be used to conduct meetings (e.g. Robert’s Rules of Order).

### **Article 10 – Amendments**

Explain in this section how your constitution can be amended.

Bylaws – Bylaws include details relating to committees, dues, voting and other governance, etc.

***All student organizations whose regular activities include travelling domestically or internationally must include the following statement in their constitution:***

          Name of student organization           will have each member complete the following forms as a condition of membership: 1) Release of Liability Agreement, 2) Student Travel Code of Conduct. These forms must be completed annually by every member. In addition, prior to any domestic or international trip,           name of student organization          , in consultation with the appropriate Student Affairs office or academic department, Office of International Programs (if travelling internationally), and student organization advisor, must host a pre-departure orientation meeting for all travelers.

*The Release of Liability Agreement and the Student Travel Code of Conduct must be attached to the constitution.*

# FLORIDA ANTI-HAZING LAW

(1) As used in this section, "hazing" means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of a postsecondary institution. "Hazing" includes, but is not limited to, pressuring or coercing the student into violating state or federal law, any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity that could adversely affect the physical health or safety of the student, and also includes any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student. Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.

(2) A person commits hazing, a third degree felony, punishable as provided in s. 775.082 or s. 775.083, when he or she intentionally or recklessly commits any act of hazing as defined in subsection (1) upon another person who is a member of or an applicant to any type of student organization and the hazing results in serious bodily injury or death of such other person.

(3) A person commits hazing, a first degree misdemeanor, punishable as provided in s. 775.082 or s. 775.083, when he or she intentionally or recklessly commits any act of hazing as defined in subsection (1) upon another person who is a member of or an applicant to any type of student organization and the hazing creates a substantial risk of physical injury or death to such other person.

(4) As a condition of any sentence imposed pursuant to subsection (2) or subsection (3), the court shall order the defendant to attend and complete a 4-hour hazing education course and may also impose a condition of drug or alcohol probation.

(5) It is not a defense to a charge of hazing that:

(a) The consent of the victim had been obtained;

(b) The conduct or activity that resulted in the death or injury of a person was not part of an official organizational event or was not otherwise sanctioned or approved by the organization; or

(c) The conduct or activity that resulted in death or injury of the person was not done as a condition of membership to an organization.

(6) This section shall not be construed to preclude prosecution for a more general offense resulting from the same criminal transaction or episode.

(7) Public and nonpublic postsecondary educational institutions whose students receive state student financial assistance must adopt a written anti-hazing policy and under such policy must adopt rules prohibiting students or other persons associated with any student organization from engaging in hazing.

(8) Public and nonpublic postsecondary educational institutions must provide a program for the enforcement of such rules and must adopt appropriate penalties for violations of such rules, to be administered by the person at the institution responsible for the sanctioning of such organizations. 13

(a) Such penalties at community colleges and state universities may include the imposition of fines; the withholding of diplomas or transcripts pending compliance with the rules or pending payment of fines; and the imposition of probation, suspension, or dismissal.

(b) In the case of an organization at a community college or state university that authorizes hazing in blatant disregard of such rules, penalties may also include rescission of permission for that organization to operate on campus property or to otherwise operate under the sanction of the institution.

(c) All penalties imposed under the authority of this subsection shall be in addition to any penalty imposed for violation of any of the criminal laws of this state or for violation of any other rule of the institution to which the violator may be subject.

(9) Rules adopted pursuant hereto shall apply to acts conducted on or off campus whenever such acts are deemed to constitute hazing.

(10) Upon approval of the anti-hazing policy of a community college or state university and of the rules and penalties adopted pursuant thereto, the institution shall provide a copy of such policy, rules, and penalties to each student enrolled in that institution and shall require the inclusion of such policy, rules, and penalties in the bylaws of every organization operating under the sanction of the institution.

**We, the undersigned, have read and understand the Florida Anti-Hazing Law. We also have reviewed the Florida Anti-Hazing Law with all members of our student organization at our meeting and with all new members of our student organization. We understand that as Chief Executive(s) of our Organization, we and the other Executive Committee members have the responsibility for assuring that these regulations are adhered to by all members of the organization.**

\_\_\_\_\_  
Executive Officer Name

\_\_\_\_\_  
Title/Position

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Officer Name

\_\_\_\_\_  
Title/Position

\_\_\_\_\_  
Date