Introduction

The most memorable college experiences for students involve associations with other people. Palm Beach State College provides opportunities to develop leadership skills, to challenge special interests and to provide opportunities to interact socially with other students through student activities.

The Campus Student Activities Office (CSAO) oversees and coordinates student extracurricular activities on each campus. The Campus Student Activities Office may assist students in creating new organizations by providing guidance in writing a constitution and selection of a faculty advisor.

This handbook is provided to inform advisors and students of the policies and procedures that affect student activities and student organizations at Palm Beach State College, as well as providing information regarding the process used to request funding and/or to reserve facilities and equipment. Any request for the use of campus facilities, equipment, or supplies to support extracurricular activities must be coordinated through the Campus Student Activities Office. The CSAO works closely with all student clubs/organizations and their advisors to ensure that events are planned and scheduled in such a way as to guarantee successful and worthwhile experiences.
Mission Statement

The mission of Palm Beach State College's Student Activities Program is to complement the College's overall mission and academic programs. CSAO seeks to enhance the overall educational experiences of students through the development of, exposure to, and participation in social, cultural, multicultural, intellectual, recreational, community service, and campus leadership programs.

These programs provide environments in which students and student organizations with opportunities to:

- Participate in co-curricular activities; participate in campus governance.
- Develop leadership abilities.
- Develop healthy interpersonal relationships; use leisure time productively.
- Explore activities in individual and group settings for self-understanding and growth.
- Learn about varied cultures and experiences, ideas and issues, art and musical forms, and styles of life.
- Design and implement programs to enhance social, cultural, multicultural, intellectual, recreational, community service, and campus governance.
- Become involved in college life; comprehend institutional policies and procedures and their relationship to individual and group interests and activities.
- Learn of and use campus facilities and other resources.

Student Activities Learning Outcomes

Student will be able to recognize multiple ways of thinking about issues, problems, and concepts.

Student Activities' participants will identify methods/skills they applied to work cooperatively with others.

Students will be able to select a campus organization which supports their educational and career goals.

Students will demonstrate the importance of service to others in the community.

Students will report that student activity events have a positive effect on their engagement and connection to campus.
How to Form a New Club

Palm Beach State College charters many social, cultural, educational interests, career and general interest clubs/organizations throughout the year. A charter may be granted to any club/organization that complies with the following criteria and procedures:

- Completes the Club Charter Application Form
- Lists a minimum of five (5) currently enrolled Palm Beach State students who are in good academic standing, GPA 2.0 (according to Section G in the Academic Management Manual http://www.palmbeachstate.edu/academicmanagement.xml)
- Submits a written constitution including a statement of purpose, criteria for membership, rules and/or procedures of operation of the student organization, and the disclosure of all off-campus affiliations and associations of the student organization. The constitution of every student club/organization must have an explicit statement prohibiting hazing per Florida Statute 1006.63.
- Has a faculty/staff advisor
- Club/organization membership shall be open only to all currently enrolled students, faculty/instructors, or employees at the College without regard to race, color, age, national origin, religion, gender, marital status, sexual orientation, disability, or veteran status, or other legal prohibition under federal or state law. However, the College reserves the right to limit access, screen participants, or establish criteria for participation based on program goals and budgetary limitations. Nonstudents are not eligible for membership in any capacity.

- Adheres to a probationary period, for their first six months (excluding summer term) during which time it is not eligible for student activity funding. However, new clubs are eligible to fundraise to support club efforts if funding is needed during the probationary period.
In accordance with Florida Administrative Code 6A-14.057, non-religious and religious student organizations may participate in a club without respect to viewpoint and whether or not officers are required to abide by a statement of orthodoxy or faith.

Club Charter Application forms must be submitted to the appropriate CSAO with a copy attached for the Dean of Student Services. The Campus Student Activities Office and the Dean of Student Services shall be responsible for approving or denying charter applications. If a charter is denied, the Dean of Student Services will provide in writing to the requesting advisor, reason(s) for the denial. In the event a club/organization wants to appeal; the club/organization would submit a written appeal to the Campus Provost. The Provost’s Office will decide on an appeal date which will include a meeting with the involved parties. The decision rendered from that meeting is final. Note: It generally takes at least a semester for an application to be approved. Students who want to form a club/organization should keep this in mind when submitting their application form.

If you would like more information, are interested in joining a club, or would like to start a new club, please contact the CSAO on your campus. http://www.palmbeachstate.edu/StudentActivities.xml

Introduction

This OUTLINE is designed for the purpose of helping current and prospective groups, organizations, and clubs develop a constitution and bylaws for their recognition by the College. The constitution and bylaws are important regulations, which govern the organization of a group and provide guidelines for meetings. These basic documents are also important because they state the rights and responsibilities of the members, officers and committees, which comprise an organization.

This outline was designed by the Campus Student Activities Office to address those basic elements of organizational structure which the College feels are essential. It is recognized, however, that different groups may have variations in their need for certain positions, titles, and/or procedures. This guide is a “working draft” which should be discussed by organization members and approved by the group.

Questions or concerns about the development of a constitution and bylaws should be directed to the Campus Student Activities Office.
Constitution and Bylaws

There is often confusion regarding the definitions of the terms “constitution” and “by-laws”. However, there are important differences between the two that should be recognized. The constitution contains the fundamental principles of an organization and determines the responsibilities and rights of its officers and members. The bylaws explain the detailed procedures and working guidelines of the organization and determine the routine operations of the organization. Both the constitution and bylaws are divided into parts, called articles. As necessary, the articles can then be further divided into sections and subsections.

NOTE: If the new group or club is going to be a local chapter of a larger organization, special rules may apply. The larger organization will most likely have its own constitution and may require special provisions of its local chapters.

CONSTITUTION

ARTICLE I - NAME

The first article of any group’s constitution states what the name of that group shall be. The name should not be identical with that of an organization that already exists, and should reflect the essence of the organization.

EXAMPLE: The name of this organization shall be ____________________.

ARTICLE II – PURPOSE

The second article of the constitution must state, as clearly as possible, the purpose of the organization.

EXAMPLE: The purpose of the (name of organization or group) shall be to _________________.

ARTICLE III – MEMBERSHIP

This article should clearly state the eligibility for membership (which should also contain an equal opportunity statement which provides access to membership regardless or race, color, religion, sex, national origin, age, sexual orientation, marital status, veteran status, or disability), types of membership offered and qualifications for voting in the organization. Membership must be open to all currently enrolled Palm Beach State students, but requirements, such as paying dues or meeting certain grade point average standards may be included for voting members.

EXAMPLE:

SECTION 1. All currently enrolled Palm Beach State students shall be eligible for membership in the (name of group). Membership shall be open to any student regardless of race, color, religion, sex, national origin, age, sexual orientation, marital status, veteran status or disability.

SECTION 2. Voting members shall be designated as those persons who have attended _____ meetings in an academic semester.

ARTICLE IV – OFFICERS

This article should include the titles and special qualifications for all the officers of the organization. The method for electing officers, filling vacancies, and the length of term for each officer should also be specified. The duties of the officers will be part of the bylaws.

EXAMPLE:

SECTION 1. The officers of the organization shall be a President, Vice President, Secretary, and a Treasurer.

SECTION 2. All currently enrolled students, whether or not they have previously been voting members of the organization, shall be eligible to hold office provided they are in good academic standing at the time of election.
SECTION 3. The term of office for the officers shall be from ______________ of the regular academic year to the ______________ of the following year.

SECTION 4. The officers shall be elected by a majority at the annual elections held on ________________.

SECTION 5. Vacancies of offices shall be (appointed, elected) by ________.

SECTION 6. All officers shall retain voting rights; however, the President shall only vote in the case of a tie, with the exception of officer elections.

ARTICLE V – MEETINGS
This article should explain when and under what circumstances meetings of the organization are held. This article will vary widely depending on the size of the group, its purpose, and interest level.

EXAMPLE:

SECTION 1. The regular meetings of the voting membership shall be held every at least ___________ (week, month, etc.)

SECTION 2. Special meetings of the organization may be called by the President, or upon the requests of ________ members of the organization.

SECTION 3. A quorum for the conduct of official business shall be defined as ___________ of the voting membership.

ARTICLE VI – RULES OF PROCEDURE
The type of procedure for conducting the business of the organization and maintaining active recognition status at the College should be specified. Robert’s Rules of Order is recommended, but organizations may choose an alternative method of conducting their meetings if it better suits their needs.

EXAMPLE:

SECTION 1. Robert’s Rules of Order (revised) shall be the parliamentary authority of this organization. Should Robert’s Rules of Order conflict with this Constitution, this Constitution takes priority.

SECTION 2. In order to maintain active status, the organization agrees to abide by those rules and procedures, including financial regulations of Palm Beach State College, which pertain to all student groups and organizations.

ARTICLE VII – AMENDMENTS
A procedure for amending the constitution must be placed in every constitution. The procedure should be clearly outlined and as specific as possible.

EXAMPLE:

SECTION 1. Amendments to this Constitution may be proposed by either the officers or voting members of this organization.

SECTION 2. Consent by two-thirds (2/3) of the voting members shall be necessary to approve amendments to this Constitution.

ARTICLE I – DUTIES OF OFFICERS
This section should specifically outline the duties of each officer of the organization. These are general duties for basic positions; depending on the nature of a particular organization the duties and officers may be different.

EXAMPLE:
SECTION 1. The duties of the President shall be to:
   a. Preside over all regular membership meetings.
   b. Call for special meetings when necessary
   c. Sign all financial documents of the organization
   d. Serve as the organizational representative.

SECTION 2. The duties of the Vice-President shall be to:
   a. Succeed the President should he or she for any reason be unable to
      carry out the Presidential duties.
   b. Assist the President in administering the business of the organization.

SECTION 3. The duties of the Secretary shall be to:
   a. Take brief minutes of each meeting and take care of any major
      correspondence concerning the organization as a whole.

SECTION 4. The duties of the Treasurer shall be to:
   a. Keep a record of all financial and historical documents and
      submit all financial records to the Student Government
      Association and/or the Financial Affairs Office as required.
   a. Sign all financial documents.
   c. Turn in all financial records for re-issue to the new Treasurer when
      required or appropriate.

ARTICLE II – SELECTION OF OFFICERS
This article should clearly explain how officers are selected, nominated and voted on for
positions. It should be in line with Article IV on officer qualifications in the constitution.

SECTION 1. The nomination of officers shall occur each academic year at the Mem-
bbership meeting held in _______ The highest-ranking officer not running
for office shall facilitate the nomination and election process at this
meeting. If this is not possible, the facilitator will be selected by a major-
ity vote of active student members.

SECTION 2. Any active student member present may nominate someone or him/herself
for office by verbally nominating the individual during this pro-
cedure. However, the nominee must be considered eligible for an officer
position (as defined in Article IV, Sections 1 and 2 in the constitution).
Absence of proxy votes are not permitted in the nomination process

ARTICLE III – DUTIES OF ADVISOR
This article should clearly describe the role of the advisor in the organization. It should
also indicate whether the advisor has voting privileges in the organization.

EXAMPLE:

SECTION 1. A faculty advisor shall be selected by _____ of the voting members.

SECTION 2. The duties of the advisor shall be to:
   a) Attend the regular meetings of the organization
   b) Sign documents on behalf of the organization as appropriate,
      including room reservation forms, recognition forms, travel forms, etc.
   c) Act as a consultant for the organization and any projects and special
      committees in the organization.
   d) Act as a liaison between the College and the organization,
      representing the interests of each.
   e) Assist with the formulation and/or revision of organization’s
      constitution and bylaws.
   f) Ensure that meetings are properly scheduled and serve as a resource
      person at executive and regular meetings of the organization.
   g) Advise the organization in the planning of activities and events.
   h) Verify that activities and events are approved in advance through
Campus Student Activities Office in accordance with established procedures including signing required forms.
i) Chaperone all travel or appoint a designee, activities and events of the organization as required by College policy and procedures.
j) Work with the officers of the organization to promote efficient and effective administration of the organization.
k) Assist with the development, training, and orientation programs for new members.
l) Consult with the Campus Student Activities Office when questions and conflicts regarding the organization or members arise.
m) Inform members of Student Rights & Responsibilities and Disciplinary Procedures.

n) Must sign and approve all requests/forms made by the respective organization.
o) Advise students in the area of fiscal responsibilities, integrity and leadership.
p) The advisor shall enforce the College Student Code of Conduct.
q) When traveling with students, the advisor has full authority of the College in matters relating to student conduct and student welfare.
r) Use or possession of alcohol and/or drugs by an advisor during any College sponsored activity is strictly prohibited.
s) Abide by all applicable College policies and procedures.

SECTION 3. The advisor shall (shall not) have voting privileges in the organization.

ARTICLE IV – COMMITTEES

Although no organization is required to have a standing committee structure, this section would provide the opportunity to state the duties, powers, and a membership of any existing committees. At the very least it should provide for an ad-hoc committee that can be formed to consider questions of impeachment, sanctioning, and removal.

EXAMPLE:

SECTION 1. Ad-hoc committees.
a. Shall be formed by the President, as deemed necessary, to investigate matters of immediate concern.
b. The Chairperson and members of the ad-hoc committee will be appointed by the President, to be approved by a majority of the voting members of the organization.

ARTICLE IV – IMPEACHMENT

Every organization must have some mechanism for the impeachment, sanctioning and removal of officers, members and advisors. These rules should never be used, however, without extremely good cause. Sanctions such as censure or reprimand may be imposed for minor violations, in accordance with this article.

EXAMPLE:

SECTION 1. Officers and/or members may be impeached on the basis of Not fulfilling the purposes and policies of the organization as outlined in The Constitution and Bylaws or for violation of College and/or Financial procedures.

SECTION 2. Any member of the organization may initiate impeachment proceedings by giving written notice to the President. If it is the President who is being impeached, notice should be given to the Vice-President.

SECTION 3. Upon formal notification, it is the responsibility of the President (or Vice-
President) to convene an ad-hoc committee of inquiry to consider the filed allegations.

SECTION 4. Any individual who is impeached shall be given full notice of the allegations against him/her, and shall have an opportunity to respond to them.

SECTION 5. The ad-hoc committee of inquiry will investigate the allegations. Determine the validity of the charges, and make recommendations regarding sanctioning to the full body for its consideration.

SECTION 6. Recommendations for sanctioning made by the ad-hoc committee of inquiry must be approved by two-thirds (2/3) of the members present and voting, in order to be implemented.

SECTION 7. Possible sanctions include, but are not limited to, reprimand, censure, and/or removal.

SECTION 8. An individual may appeal his/her sanction by submitting an Appeal Request to the advisor of the organization within ten (10) calendar days of his/her notification of the sanction. If it is the advisor who has been sanctioned, appeals should be directed to the President.

SECTION 9. An appeal may be requested only on the basis of one of the following two claims:

a. That there was procedural error in the conduct of the impeachment proceedings.

b. That there is significant new evidence which was previously not available.

SECTION 10. The advisor shall determine whether there are grounds for appeal and may choose to affirm the sanction or remand the case for a rehearing by a new ad-hoc committee of inquiry.

SECTION 11. If an appeal hearing is granted based upon one of the conditions in Section 9, it will be conducted in accordance with the provisions of Sections 5-7, and with new evidence submitted or procedural error removed.

ARTICLE V – ELECTIONS

Specific election procedures for the organization should include information on dates, eligibility, and rules for handling election procedure violations.

EXAMPLE:

SECTION 1. Elections shall be held during the first/last _____ weeks of the_____ semester of each academic year.

SECTION 2. Candidates for offices shall be eligible provided they have met the requirements for that office as stated in Article III of the Constitution.

SECTION 3. Violations of election procedures shall be heard by ________.

ARTICLE VI – FINANCES

This article should state the guidelines for use of dues (if there are any), income, and other funds.

EXAMPLE:

SECTION 1. All finances shall be handled in accordance with the established Cash Collection & Deposit Guidelines for Student Activities fiscal procedures.

SECTION 2. Membership dues shall be number (#) dollars per year or number (#) dollars per semester. Membership dues will be collected at the discretion of the Treasurer during the fall and spring semesters. No membership dues will be collected during summer terms. All members, including officers,
Guidelines are required to pay membership dues. Only the advisor shall be exempt from paying membership dues. Once payment has been processed, no refunds will be granted.

SECTION 3 The Treasurer (in conjunction with the President and Advisor) shall propose a budget for the entire year.

SECTION 4. Organizational funds may be spent on items such as office supplies, events and activities, publicity, travel expenses, and conference fees, but will not be used for anything illegal under College, local, state, and federal laws. All funds must be deposited within 24 business hours after collection.

SECTION 4. It is the outgoing Treasurer’s responsibility to compile and present all documents and information about the previous and current budget to the new Treasurer.

SECTION 5. In the event that the organization ceases to exist, any funds remaining in the organization’s account shall be deposited into the Campus Student Activities Office general account.

ARTICLE VII—PUBLICATIONS AND ADVERTISEMENT

The standards and regulations for advertisements and marketing should be defined in this section. It should mention the College’s required standards when using the College logo on printed or electronic materials.

EXAMPLE:

SECTION 1. All publications of the organization must comply with the Palm Beach State College Relations and Marketing department’s branding guidelines and graphic standards.

SECTION 2. The Secretary, President, and Advisor must unanimously approve all publications, shirts, flyers, and other forms of advertising/marketing prior to duplication and distribution. All flyers to be posted must be submitted and approved by the Campus Student Activities Office.

ARTICLE VIII—External Affiliations (if applicable)

The rules and regulations of the external affiliate shall be followed when not inconsistent with the rules and regulations of this Constitution and Palm Beach State College.

EXAMPLE:

SECTION 1. Mention the name of any affiliation with a national, regional, or local governing body/parent/corporate organization. Discuss how the organization relates to the external affiliates, including any requirements (fees, membership, governance, etc.) of that relationship.

ARTICLE IX—INITIATION

This article MUST be included in every club/organization constitution. It shall state that the organization complies with Florida Statute 1006.63, which prohibits the practice of “hazing”.

EXAMPLE:

SECTION 1. The (name of group or organization) does not engage in any Initiation procedures which would be considered illegal Under Florida Statute 1006.63 and/or applicable federal law.

SECTION 2. Each year, every member, will be provided with a copy of Palm Beach State College’s Board policy 6Hx-18-3.41, Hazing: Suspension of a student; Suspension of a Student Organization.
ARTICLE X – AMENDMENTS

Because the Constitution and Bylaws are two separate documents, each must have an article, which provided procedures for amendment. This article can follow the same basic pattern as Article VII of the Constitution.

History of Constitution
Created: Original date of creation
Revised: Date of revision, AFTER initial recognition is given

Responsibilities of Student Club/Organization Include

- The ability to form a student club/organization is a privilege, not a right. Accordingly, all clubs/organizations are responsible for complying with all applicable College policies and procedures, the Student Code of Conduct and federal, state and local laws. The College reserves the right to revise and amend the policies and procedures set forth in this manual at any time, upon given adequate notice. Responsibilities of student clubs/organizations include, but are not limited to, the following:
  - During the first four weeks of major school terms, the organization must submit a roster of members and officers with student identification numbers to Campus Student Activities Office (CSAO). As updates to the roster occur, they must also be submitted to the CSAO.
  - During the first four weeks of major school terms, the organization must submit a roster of members and officers with student identification numbers to Campus Student Activities Office (CSAO). As updates to the roster occur, they must also be submitted to the CSAO.
  - All meetings, activities and events must be planned in consultation with the faculty/staff advisor of the organization.
  - “Request for Student Activity Funds/Event Proposal” must be submitted for approval of an activity/event at least three weeks prior to the date of the proposed activity/event to the CSAO. Only CSAO approved activities and events may be held.
  - All actions of the club/organization must be, in accordance with the College regulations and policies and the Student Code of Conduct.
  - All regular meetings must be held on campus, except when off-campus facilities are arranged for special events.
  - Clubs/organizations are prohibited from denying membership on the basis of race, creed, religion, gender, age, color, sexual orientation, marital status, disability or veteran status or any other legally recognized discriminatory basis under federal or state law.
  - All posters and publicity materials shall be approved by CSAO, before distribution. (See Distribution of Material Guidelines http://www.palmbeachstate.edu/documents/Student_Activities/UseofPublicForums-DistributionofMaterials.pdf)
  - Club Advisors/College employee designees must accompany any organization participating in any activity, trip or conference. The organization will incur the expense for the advisor.

All activities that are in any way publicized on the campus, discussed in organization meetings, financed from organization 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.

Individual student club/organization members responsibilities include, but are not limited to, participating in club meetings (when possible), participating in club events (when possible) communicating with club advisor and club president and behaving themselves in accordance to The Student Code of Conduct.

Clubs/organizations are required to consult with CSAO regarding any questions about policies or procedures.
Student Club/Organization Standards

Recognized student clubs/organizations at Palm Beach State College are responsible for maintaining the following standards to remain in good standing:

- Each club/organization must have one approved advisor who is a member of the College staff or faculty.
- Club/organization must have a current constitution and bylaws approved and on file in the CSAO.
- Membership in student clubs/organizations is limited to currently enrolled students at Palm Beach State College.
- Activities of student clubs/organizations must be conducted in accordance with city, county, state, federal, and College regulations.
- Clubs/organizations must obtain CSAO authorization for off-campus trips and/or activities. All paperwork must be completed and signed by an advisor, and must accompany the chaperone during any off-campus trip sponsored by the group.
- Under no circumstances may a student club/organization enter into a contract under the College name.
- Adhere with the College’s Cash Collections & Deposit Guidelines pertaining to the collections, deposit, retention and disbursement of funds by or allocation to the club/organization.

Academic Standards

To be an officer of a club/organization, the minimum GPA requirement is 2.0 (The minimum GPA may differ according to a club/organization’s constitutional requirement).

Student Club/Organization Member Responsibilities

Participating in student clubs/organizations provides many invaluable experiences, for personal growth and development. The student is able to develop leadership skills that are needed for future professions, careers, and life experiences. Valuable learning experiences are gained from trips, activities, community service and friendships that develop as a result of membership.

Participating students should recognize that their actions as individuals, and as a member of a club/organization, reflect upon their club/organization its members and Palm Beach State College. Students must assume responsibility for their actions, as well as those of the club/organization of which they are members.

The advisor, officers and members of a student club/organization should discuss their expectations for each other and the group. The agreed upon expectations should be written and distributed so that all participants are aware of the guidelines. The advisor serves as a resource person and an overseer of administrative details.