

Revised June 29, 2022

**Constitution Template
for
Registered Student Organizations**

The purpose of the constitution is to guide a registered 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 its 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 registered student organization at Broward College and must be submitted to Student Life anytime the constitution is amended. In order to be considered for approval, the student organization constitution must comply with the following format.

INSTRUCTIONS FOR UPDATING:

Verbatim language is indicated in RED and must be left

Suggestions are listed in BLUE, if you don't use, you can delete

You can also delete the black informational sections.

ARTICLE I. (INSERT NAME OF ORGANIZATION HERE)

The name of the organization should be unique from any other registered student organizations and should reflect the nature and activities of the organization. Any organization abbreviations or acronyms should be referenced in this article. Your organization name must indicate at which campus you are registering.

Example: The name of this organization is 'Seahawk Lovers'.

ARTICLE II. PURPOSE OF ORGANIZATION

Your organization's purpose should be defined in clear and concise terms.

Example: Seahawk Lovers is established for the purpose of bringing together people who share a common appreciation of our mascot the seahawk.

ARTICLE III. MEMBERSHIP

- A. The club is open to all students of Broward College, including students from the satellite centers.**
- B. The club shall be in full compliance with all Federal and State nondiscrimination and equal opportunity laws, orders and regulations and shall not discriminate against any student on the**

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basis of race, color, religion, sex, national origin, creed, age, disability, marital status, political opinions or affiliations, or veteran status.

- C. Membership in [Name of Registered Student Organization] is open to all enrolled students at Broward College, (Campus Name). All members are free to leave and disassociate without fear of retribution, retaliation, or harassment.

*All groups except those exempt by law must have opportunities for membership of all genders.

Additional stipulations regarding active membership (e.g. GPA requirements, attendance requirements, etc.) should be addressed in a separate article AFTER Article IX.

ARTICLE IV. COMMUNITY RESPONSIBILITIES

All members recognize that they are part of the Broward College community and that as such, they are subject to all College Rules and procedures and regulations set forth in the current student handbook, as well as all applicable national, state and city laws. As students, members realize that they represent the College at any time they are involved in official organization functions on or off campus and agree to do so in a responsible manner. Furthermore, all members stress that the organization does not and will not practice hazing of any kind, as outlined in College Policy 6Hx2-5.13.

ARTICLE V. FUNDING

The organization will have an officer designated as the party responsible for finances. All monies raised through club allocations, dues, donations, or fundraisers are acknowledged as Broward College funds and will be maintained in a Broward College agency account (Fund 6). No monies associated with this organization will be held in accounts outside the college.

This article must include information about how the organization will be funded. If an organization requires membership dues, the maximum dollar amount and/or other financial obligations of members, as well as when payment is due, must be clearly stated in this article. If an organization does not require membership fees or other financial obligations, a statement to that effect should be included in this article.

Dues (if applicable the collection of dues are only applicable to clubs that are a chapter of a national organization.)

Example 1: Seahawk Lovers may raise funds through carwashes, bake sales, and similar activities to help cover the costs of other operational expenses of the organization. Members are expected to participate in these fundraising activities. Seahawk Lovers will not require membership dues.

Example 2: Seahawk Lovers will be funded through the collection of annual membership dues in the amount of \$100 to be paid during the month of September. This fee covers the cost of t-shirts, travel to leadership conferences, and other operational expenses of the organization.

ARTICLE VI. OFFICERS

This article must contain the following information: titles of elected organization officers; titles of appointed organization officers (including appointment process – e.g. appointed by whom?); term of office; the general duties of each officer; and the procedures for handling vacancies (e.g. resignations, officer ineligibility, impeachments, or similar occurrences).

Example:

The officers of this organization shall be President, Vice President, and Treasurer.

- A. The President shall preside at all meetings of the organization and shall coordinate the work of the officers and committees.
- B. The Vice-President shall serve as an aide to the President and shall perform the duties of the President in her/his absence or inability to serve.
- C. The Treasurer shall receive all monies of Seahawk Lovers; shall keep an accurate record of receipts and expenditures; shall pay out local funds in accordance with the approved budget as authorized by the organization. The Treasurer shall present a financial statement at every meeting of Shark Lovers and at other times when requested by the President or Vice President.

ARTICLE VII. ELECTIONS & REMOVAL FROM OFFICE

- A. **Qualifications for Office: All officers must be registered and enrolled students in good academic standing (2.0 minimum cumulative GPA) during the entire term of office and at time of election. Incoming freshmen (those who not have previously attended a post-secondary institution or have no existing BC grade point average) shall be exempt from the following qualifications requirements during the first academic semester in office or until a cumulative BC grade point average has been established. [NOTE: Organizations may elect to have their officers' minimum GPAs higher than 2.0, but not lower.]**

Example:

- B. Nominations for all officers will take place annually from the members starting in February. Any member may nominate any other voting member, including himself or herself. Nominations may also be made during the election meeting prior to closing of nominations. Voting will occur by secret ballot and a simple majority vote is required to elect an officer. If there are more than two candidates running and no candidate receives a majority vote, there shall be a run-off vote between the top two vote recipients at the next general meeting. No person shall be eligible to serve more than two consecutive terms in the same office. Elections should take place in late March to early April to allow for turnover between old and new board.
- C. Officers shall assume their official duties at the close of the last general meeting of the academic year and shall serve for a term of one academic year and/or until their successors are elected/appointed.
- D. Any officer of Seahawk Lovers may be removed from office through the following process:
- E. A written request by at least three voting members of the organization shall be submitted to either the President, Vice President, or Treasurer. Written notification shall be sent to the

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officer in question asking that officer to be present at the next meeting and prepared to respond to the removal request.

- F. A two thirds majority vote of members present is necessary to remove the officer.
- G. In the event of the removal of an officer, a special provision may be granted to the remaining officers to appoint an interim replacement until an election may be held.

ARTICLE VII. STUDENT ORGANIZATION ADVISOR

Each registered student organization must have a student organization advisor. The student organization's advisor shall serve as a resource person and provide advisory support for the officers and members of the organization. The student organization advisor must be a full-time, salaried faculty or staff member not on leave during his or her advisor term. Section A below is required verbatim. The remaining sections of this article must include: the selection method; term; duties and responsibilities; and process of replacement for student organization advisors.

- A. All Registered Student Organizations must have least one advisor who is a full-time faculty or staff member at Broward College.

Example:

- B. The student organization advisor shall serve as a resource person and provide advisory support for the officers and members of the organization. The student organization advisor should attend executive and general meetings; however, the student organization advisor may not vote in any organization matters.
- C. The student organization advisor may be nominated by the officers and confirmed by a majority vote of the members.

ARTICLE VIII. DISSOLUTION/SUSPENSION OF ORGANIZATION

Requirements and procedures for the dissolution of the student organization must be stated in this article. Should any organization assets and/or debts exist, appropriate means for disposing of these assets and/or debts must be specified clearly and unequivocally. A specific charity or organization must be designated as the recipient of any remaining assets at the dissolution of the organization.

Example: In the event this organization dissolves, all monies left in the treasury, after outstanding debts and claims have been paid, shall be donated to "Name of charitable organization."

ARTICLE IX. ANTI-HAZING

Broward College Policy 6Hx2-5.02 prohibits any acts of hazing on or off the campus by individual students, student groups or organizations, or any other individuals or groups associated with the College as defined in section 1006.63, Florida Statutes.

Rules: Consistent with Florida Statutes 1006.63, the College defines hazing as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student for the

purposes including, but not limited to: (a) Initiation into any organization operating under the sanction of a post-secondary institution; (b) Admission into any organization operating under the sanction of a post-secondary institution; (c) Affiliation with any organization operating under the sanction of a post- secondary institution; or (d) The perpetuation or furtherance of a tradition or ritual of any organization operating under the sanction of a post- secondary institution. The term 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, or 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. The term does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.

Penalty: In accordance with Broward College Procedure 6Hx2-5.02, the possible penalties for hazing include all sanctions up to and including college expulsion for individual students, and/or deactivation of a student organization.

ARTICLE X. AFFILIATIONS (optional)

This section of the constitution should indicate whether or nor the groups is affiliated with any state, regional, or national association, and whether members will have to pay them dues. Please attach any additional documents, if nationally affiliated.

ARTICLE XI. MISCELLANEOUS (optional)

Any articles the organization wishes to include to further clarify policies and procedures not included in previous articles may be added here.

ARTICLE XII. AMENDMENTS TO CONSTITUTION

All constitutions must conclude with this article. The article must include: the process for amending the organization's constitution; and the necessary vote to approve the change(s).

- A. All amended constitutions must immediately be submitted directly to the office of Student Life for review and approval.

Example:

- B. Amendments to this constitution may be made at any regular meeting of Seahawk Lovers provided notice of the proposed amendment was given one week prior to a vote.
- C. Amendments require a two-thirds vote of the voting members in attendance at the meeting, and subject to final approval by the office of Student Life.