

# Application for a new Recognized Student Organization (RSO)

*This form must be turned in to the Coordinator of Student Activities, located in Building 9, at least one week prior to a meeting of the SGA. Your organization will be put on the SGA agenda. A representative(s) from your organization will need to be present at the SGA meeting to present your request for recognized club or organization status. No club or organization may use the prefix "NFC" until it has been officially approved by the SGA.*

**Proposed Name of Organization:** \_\_\_\_\_

**Contact Information:**

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Sponsor Information (provide name, telephone number, email address):**

\_\_\_\_\_

**Purpose of Organization:** \_\_\_\_\_

\_\_\_\_\_

**Explanation of Extra Campus Affiliation (e.g. national parent organization):** \_\_\_\_\_

\_\_\_\_\_

**Qualifications for Membership:** \_\_\_\_\_

\_\_\_\_\_

**Number of Interested Students (must be at least 5):** \_\_\_\_\_

**Officers and Leadership Structure\*:** \_\_\_\_\_

\_\_\_\_\_

**Officer Information (provide names, telephone numbers, email addresses)\*:**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

*\*This information to be provided after club has met and elected officers.*

**Time and Manner of Election of Officers:** \_\_\_\_\_

\_\_\_\_\_

**Dues and Other Considerations:** \_\_\_\_\_

**Proposed Meeting Dates and Times:** \_\_\_\_\_

## In A Nutshell

1. **Your Student Organization must have at least five (5) interested, enrolled NFC students (enrolled in at least 6 credit hours) in order to apply for RSO charter.**
2. Your organization must maintain a minimum of five (5) active and enrolled NFC student members to remain an approved organization. An active membership roster will be requested at the end of the first month of charter, at the end of fall and spring terms, and periodically throughout the year at the discretion of the Coordinator of Student Activities or the SGA.
3. Student organizations that fall below five (5) active and enrolled NFC student members will be placed on inactive status and sponsors will be notified by letter.
  - a. Organizations that are placed on inactive status at the end of the fall semester will not be eligible to use student activity funds during the spring semester, or until such time as membership increases and the organization appeals their status. All appeals must be made in writing to the Coordinator of Student Activities and voted on by the SGA.
  - b. Organizations that are placed on inactive status at the end of the spring semester will not be eligible to use student activity funds for the upcoming year until such time as membership increases and the organization appeals their status. All appeals must be made in writing to the Coordinator of Student Activities and voted on by the SGA.
4. Once approved, meetings of your organization shall be no less than once a month during the fall and spring semesters.
5. Minutes and attendance of each meeting must be submitted to the Coordinator of Student Activities by the last day of each month.
6. Each organization must submit a report of activities to the Coordinator of Student Activities at the end of each semester.

## Levels Of RSO Status

Good Standing: Organization maintains a minimum of 5 active, NFC enrolled student members; holds regular monthly meetings; submits copies of meeting minutes and attendance to the Coordinator of Student Activities by the end of each month; submits a report of activities to the Coordinator of Student Activities at the end of each semester; has representative(s) in attendance at monthly SGA meetings.

Probation (for one semester): If a complaint is filed with the Office of Student Activities by any Organization member regarding an Organization's governing procedures or adherence to RSO guidelines, the Organization becomes subject to being placed on Probation. When a complaint is filed, the Coordinator of Student Activities and SGA President will attend and monitor one or more of the Organization's meetings. If the complaint is found to be valid, a status penalty of Probation will result. The Organization will be monitored periodically during the semester by the Coordinator of Student Activities and the SGA President. At the end of the semester, if evidence supports that the Organization has corrected the problem, the status of good standing will be reinstated.

Suspension (for one year): An Organization will be placed on Suspension for one year as follows:

- a. If an Organization that is on Probation fails to be reinstated to Good Standing at the end of the probationary period.
- b. If an Organization is found to be guilty of hazing, discrimination, or use/possession/distribution of illegal drugs or alcohol at Organization meetings or events sponsored by the Organization.
- c. If an Organization is placed on Probation twice in two years.

The Organization will be monitored during the year by the Coordinator of Student Activities and the SGA President. At the end of the academic year, if evidence supports that the Organization has corrected the problem, the Organization will be placed on Probationary status for one (1) semester, after which time the status of Good Standing will be reinstated if no further violations occur.

Inactive (until status is appealed): An Organization will be placed on Inactive status as follows:

- a. If the active, enrolled membership falls below five (5) students.
- b. If an Organization fails to hold regular monthly meetings and submit minutes and attendance to the Coordinator of Student Activities by the end of each month.

Dissolution: An Organization will be dissolved

- a. If the Charter/Parent Organization is dissolved.

- b. If it is determined by NFC Administration that the Organization no longer represents the mission and goals of the College.

## RSO Chartering Procedure

1. The deadline for submission of applications is one week prior to a meeting of the SGA. At this time, all governing documents must be submitted for approval.
2. Your Student Organization's governing documents (constitution or by-laws) are comprised of the following:
  - a. Official Name (The name should be as it would appear in NFC publications)
  - b. Purpose
  - c. Membership
    - i. Your membership requirements may not discriminate on the basis of race, color, creed, gender, sexual affectation/orientation, or physical, mental, or emotional disability except as provided for by federal law.
  - d. Your Student Organization's number of officers may vary, but their term of office must be included in your governing documents.
  - e. Your officers are fully responsible for your Student Organization.
  - f. Meeting dates, voting procedures, and provisions for amending your Student Organizations governing documents must be included. General meeting dates, for example, "once a month", are fine, but be specific about voting and amending.
  - g. **REQUIRED**- a statement of your Student Organization's policy, rules, and penalties regarding *Hazing* must be included in the Constitution/Bylaws of every organization operating under the sanction of North Florida College (per NFC Policy Number 5.06, Student Affairs: Prohibition of Hazing). **A copy of NFC Policy Number 5.06 is attached.** Any student organization found guilty of hazing will have the organization's charter revoked and the organization will cease to operate on or off campus under the sanction of the College. Any individual suspected of violating the hazing policy will be subject to disciplinary action according to the Student Code of Conduct.
3. Your Student Organization must have at least five (5) student members. A membership roster will be periodically requested at the discretion of the Coordinator of Student Activities or the SGA E-Board.
4. Once the complete application for a new Recognized Student Organization, including the governing documents is received, the Coordinator of Student Activities and SGA E-Board review it. Following review, the contact person for your Student Organization will be notified and asked to appear before the

SGA at the next scheduled meeting, to present the application for approval and answer any questions the Student Government members might have.

5. Should there be no one in attendance, your organization will be placed on the docket for the following Student Government meeting.
6. Notice of the approval of new Recognized Student Organizations will be posted on the Student Life Web page and in the student e-newsletter.

## RSO Guidelines

1. The Student Activities Office must be notified each time an organization undergoes a change in structure, affiliation, purpose, name, membership qualifications, or structure of officers and leadership, especially during the summer months. A revised Constitution and/or Bylaws may also be required in certain circumstances. In addition, the Officer of Student Services needs to be notified when contact, officer, and advisor names, phone numbers, and e-mail addresses change. This is the only way the Officer of Student Services has of contacting your organization in an emergency and over the summer.
2. If your organization is nationally affiliated, you are required to submit organization-governing documents that are specific to North Florida College (your club's own Constitution and/or By-Laws).
3. Any changes to your RSO's governing documents must be submitted to the Officer of Student Services.
4. The Coordinator of Student Activities is responsible for handling complaints filed with the Student Activities Office by any RSO member regarding an RSO's governing procedures or adherence to RSO guidelines. When a complaint is filed, the Coordinator of Student Activities and SGA President will attend and monitor one or more of your meetings. A status penalty will result if the complaint is found to be valid.
5. Levels of RSO status are "Good Standing", "Probation" (for a semester)", "Suspension (for one year)", "Inactive" (until status is appealed), and Dissolution. The Student Activities Office will inform RSO's, by letter of their status. SEE PAGE 3 FOR RSO STATUS DEFINITIONS.
6. All RSO's may appeal their status to the SGA in person, at a regular SGA meeting. An appeal must be made in writing to the Coordinator of Student Activities.
7. **FUND RAISERS – CHECKING ACCOUNTS**  
Organizations are permitted and encouraged to raise additional funds to supplement their student activity funds. However, these funds must be processed through the NFC Business Office. Individual organizations are not permitted to have outside checking accounts. If your organization plans to hold fund raisers, please contact the Business Office to set up an agency account. This account will be separate from the student activity funds, and your organization will requisition the funds using the college's procedures.

# Model Constitution

*(Please modify to meet your organization's needs)*

## **Preamble**

For the purposes deemed wise and good, hereinafter set forth, this organization is hereby established submitting itself to be by, and dedicating itself to uphold the following constitution. *(Or substitute the preamble of your national organization)*

## **Article I. Name**

Section 1. The name of this organization shall be the (spell name as you would have it appear in NFC publications).

## **Article II. Purpose**

Section 1. It shall be the primary purpose(s) of this organization to:  
a) (List specific purposes)  
b) (List specific purposes)  
Etc...

Section 2. Additional purposes shall include but not be limited to:  
a) (List specific purposes)  
b) (List specific purposes)  
Etc...

## **Article III. Membership**

Section 1. Regular membership shall consist of those students of North Florida College (enrolled in at least 6 credit hours) who have agreed to uphold this constitution and to participate fully in the activities of this organization.

a) Regular members shall have the right to vote.

OR

a) Only those regular members who have paid dues in full shall have the right to vote and shall be referred to as Voting Regular members.

Section 2. It shall also be stated that no student shall be discriminated upon based on age, race, sex, sexual orientation, ethnicity, disability or religion.

## **Article IV. Officers**

Section 1. The officers of this organization shall consist of a President, Vice-President, Secretary, and Treasurer, and shall collectively be referred to as the Executive Board.

Section 2. The responsibilities of the President shall be as follows:

- a) To preside over meetings of this organization.
- b) To serve as the representative of this organization to the College Administration, the Student Government Association, and other organizations.
- c) To execute the orders of this organization, subject to the approval of the membership.
- d) To appoint chairpersons and members of all committees, subject to approval of the membership.
- e) To delegate Presidential responsibilities when deemed appropriate, subject to the approval of the membership.
- f) To inform succeeding officers of their responsibilities to this organization, College Administration, Student Government Association, and other organizations.
- g) To perform other such duties as the membership or Constitution may specify.

Section 3. The responsibilities of the Vice-President shall be as follows:

- a) To assist the President in his/her duties.
- b) To preside at meetings of this organization in the absence of the President.
- c) To establish, administer, and enforce an attendance policy subject to the approval of the membership.
- d) To assume the office of President in his/her absence, vacancy, resignation, or dismissal.
- e) To perform other such duties as the membership or Constitution may specify.

Section 4. The responsibilities of the Secretary shall be as follows:

- a) To prepare agendas and to record minutes of meetings of this organization.
- b) To handle all correspondence of this organization not under the purview of the President.
- c) To maintain an accurate list of the membership of this organization.
- d) To update and maintain all files of this organization.
- e) To assume the office of Vice-President in his/her absence, vacancy, resignation, or dismissal.
- f) To perform other such duties as the membership or Constitution may specify.

Section 5. The responsibilities of the Treasurer shall be as follows:

- a) To keep accurate records of the financial status and transactions of this organization.

- b) To receive and disburse all monies of this organization.
- c) To hold personal responsibility for all organization monies in his/her possession.
- d) To co-represent, with the President, this organization when requesting funds from the Budget Committee.
- e) To assume the office of Secretary in his/her absence, resignation, or dismissal.
- f) To perform other such duties as the membership or Constitution may specify.

## **Article V. Elections**

Section 1. Candidates for any office of this organization must be Regular members (or Regular Voting members).

Section 2. Candidates for any office of this organization shall be nominated by the voting membership or shall nominate themselves.

Section 3. Election of officers shall take place at a meeting of this organization called for that purpose to occur within the first thirty days of the Fall semester with term of office lasting for one year.

Section 4. Election of officers shall be by a majority vote.

Section 5. In case of a tie, the Faculty Advisor shall cast the deciding vote.

Section 6. If there is only one candidate applying for an office, that candidate shall take office by default.

Section 7. No person shall occupy two offices at the same time.

Section 8. Officers may be re-elected without limitation.

## **Article VI. Removal**

Section 1. Any officer may be removed by a three-fourths vote of the membership.

Section 2. In case of a tie, the Faculty Advisor shall cast the deciding vote.

Section 3. A vacancy in the office of Treasurer shall be filled by Presidential appointment, subject to the approval of the membership.

## **Article VII. Meetings**

Section 1. Meetings of this organization shall be no less than once a month during the Fall and Spring semesters, the general day and hour to be set by the voting membership at the first meeting of the Fall semester.

Section 2. Special meetings shall be called at the discretion of the President or upon request of any four voting members of this organization.



Section 3. The President shall have the authority to modify the meeting calendar as benefits the majority of the schedules of the voting members of this organization.

### **Article VIII. Rules of Procedure**

Section 1. This organization shall use Robert’s Rules of Order, current edition, as its authority on parliamentary procedure.

Section 2. Quorum:

- a) One more than half of the voting membership shall constitute a quorum.
- b) No business shall be conducted without the presence of a quorum.

Section 3. Business shall be decided by a simple majority (50% + 1).

Section 4. All references to voting or approval of the membership of this organization refer to voting membership except where specified.

### **Article IX. Amendments**

Section 1. One or more voting members of this organization may author an amendment to this constitution.

Section 2. The amendment shall be submitted in writing to the Executive Board for review and recommendation concerning legality, punctuation, placement, and word order.

Section 3. The Executive Board shall present the amendment at the next meeting of this organization, and a copy of the amendment will be given to each voting member of this organization.

Section 4. An amendment is approved by a two thirds (2/3) majority vote of the membership in attendance.

Section 5. At the next meeting following the acceptance of an amendment, updated copies of this constitution shall be given to each voting member.

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(At the end of the document, write by hand)  
“This constitution shall go into effect on \_\_\_\_\_.”