

Student Organization Registration Packet

Dear Students,

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Congratulations for your interest to begin a Student Organization. Your success throughout this year will be our success. Please make sure before submitting this packet, you review the checklist below. We urge all students and Advisors to look over our Student Organization Manual before completing this.

Open enrollment for Student Organization Registration is from Tuesday, January 8 to Tuesday, January 15. All incomplete forms will be returned and must be fully completed by deadline date. Forms not turned in or completed by the deadline will be considered for this academic semester. Documentation will have to be submitted to request active status for the following academic term.

Checklist

At the time the packet is submitted all the items below should be checked.

_____ Advisors must be full-time faculty or staff or part time faculty of MDC, North Campus.

_____ Advisor has attended mandatory *101 Training Workshop* (New and Continuous Advisors).

_____ Advisor has attended *Student Organization Budget Workshop*. (New and Continuous Advisors).

_____ President and Vice President has attended *Event 101 and Budget Training Workshop*

_____ All information submitted must be **typed**.

_____ Organization has a minimum of **six members** who are each taking a minimum of **six credits**.

_____ A current term degree audit for each member must be submitted.

_____ Current Student Organization Constitution/Bylaws (all Constitution/Bylaws must have been revised within the last year. A revision date must appear at the bottom of every page.)

Organization Name & Chapter _____

Date _____

Type of Organization: Social Educationa Community Service

Other Describe _____

President

Name _____

Mymdc E-mail _____ Cell Phone _____

Vice- President

Name _____

Mymdc E-mail _____ Cell Phone _____

PRIMARY ADVISOR

Name _____

E-mail _____ *Cell Phone* _____

CO-ADVISOR

Name _____

E-mail _____ *Cell Phone* _____

CO-ADVISOR

Name _____

E-mail _____ *Cell Phone* _____

DESCRIPTION/PURPOSE

LEARNING OUTCOMES SET TO ACCOMPLISH

Learning Outcomes at MDC

Purpose

Through the academic disciplines and co-curricular activities, General Education provides multiple, varied, and intentional learning experiences to facilitate the acquisition of fundamental knowledge and skills and the development of attitudes that foster effective citizenship and life-long learning.

As graduates of Miami Dade College, students will be able to:

1. Communicate effectively using listening, speaking, reading, and writing skills.
2. Use quantitative analytical skills to evaluate and process numerical data.
3. Solve problems using critical and creative thinking and scientific reasoning.
4. Formulate strategies to locate, evaluate, and apply information.
5. Demonstrate knowledge of ethical thinking and its application to issues in society.
6. Demonstrate knowledge of diverse cultures, including global and historical perspectives.
7. Create strategies that can be used to fulfill personal, civic, and social responsibilities.
8. Use computer and emerging technologies effectively.
9. Demonstrate an appreciation for aesthetics and creative activities.
10. Describe how natural systems function and recognize the impact of humans on the environment.

**DEPARTMENT OF STUDENT LIFE
ROOM 4208**

Student Organization Primary Advisor Agreement Form

This is to certify that I am a full time staff or a fulltime/part-time Faculty and I agree to serve as an Advisor to:

Name of Organization

for the school year. I am familiar with the *Students' Rights & Responsibilities* and the rules and regulations governing campus-approved organizations. All officers and members being submitted in this packet meet the qualifications per Student Life guidelines.

PLEASE PRINT

Primary Advisors Name

Date

Department / Room #

Extension

Email Address

Cell / Bp. #

Advisor (Signature)

Date

Advisors Department Chair/Manager (Print Name)

Signature

Date

Student Life will be responsible for the signatures below.

Student Organization Coordinator, North Campus (Print Name) Signature

Date

Student Life Director, North Campus (Print Name)

Signature

Date

Dean of Student Services, North Campus (Print Name)

Signature

Date

**DEPARTMENT OF STUDENT LIFE
ROOM 4208
Student Organization Co- Advisor Agreement Form**

This is to certify that I am a full time staff or a fulltime/part-time Faculty and I agree to serve as an Advisor to:

Name of Organization

for the school year. I am familiar with the *Students' Rights & Responsibilities* and the rules and regulations governing campus-approved organizations. All officers and members being submitted in this packet meet the qualifications per Student Life guidelines.

PLEASE PRINT

Co-Advisors Name

Date

Department / Room #

Extension

Email Address

Cell / Bp. #

Advisor (Signature)

Date

Advisors Department Chair/Manager (Print Name)

Signature

Date

Student Life will be responsible for the signatures below.

Student Organization Coordinator, North Campus (Print Name) Signature

Date

Student Life Director, North Campus (Print Name)

Signature

Date

Dean of Student Services, North Campus (Print Name)

Signature

Date

Student Organization Co- Advisor Agreement Form

This is to certify that I am a full time staff or a fulltime/part-time Faculty and I agree to serve as an Advisor to:

_____ *Name of Organization*

for the school year. I am familiar with the *Students' Rights & Responsibilities* and the rules and regulations governing campus-approved organizations. All officers and members being submitted in this packet meet the qualifications per Student Life guidelines.

PLEASE PRINT

_____ *Co-Advisors Name* _____ *Date*

_____ *Department / Room #* _____ *Extension*

_____ *Email Address* _____ *Cell / Bp. #*

_____ *Advisor (Signature)* _____ *Date*

_____ *Advisors Department Chair/Manager (Print Name)* _____ *Signature* _____ *Date*

Student Life will be responsible for the signatures below.

_____ *Student Organization Coordinator, North Campus (Print Name) Signature* _____ *Date*

_____ *Student Life Director, North Campus (Print Name)* _____ *Signature* _____ *Date*

_____ *Dean of Student Services, North Campus (Print Name)* _____ *Signature* _____ *Date*

**DEPARTMENT OF STUDENT LIFE
ROOM 4208
OFFICERS**

President:

_____	_____
Name	Student #
_____	_____
Phone #	Mymdc E-mail Address

Vice President:

_____	_____
Name	Student #
_____	_____
Phone #	Mymdc E-mail Address

Secretary

_____	_____
Name	Student #
_____	_____
Phone #	Mymdc E-mail Address

Treasurer

_____	_____
Name	Student #
_____	_____
Phone #	Mymdc E-mail Address

_____	_____
Name	Student #
_____	_____
Phone #	Mymdc E-mail Address

_____	_____
Name	Student #
_____	_____
Phone #	Mymdc E-mail Address

_____	_____
Name	Student #
_____	_____
Phone #	Mymdc E-mail Address

SUGGESTED OUTLINE OF CONSTITUTION.....

This is a just a suggested outline please make a constitution of your own.

PREAMBLE (i.e. Statement of Purpose)

We, the members ofMiami DadeCollege, North Campus

(Name of Organization)

hereby associate ourselves to:

(Statement of Purpose, Activity, etc.)

as of _____.
(Date)

Article I: Name

The name of this organization shall be:

(Name of Organization)

Article II: Objectives

(State the Objectives of the Organization)

Article III. Membership

- Section 1. The membership of this organization shall be open to (Specify Requirements)
- Section 2. A quorum of membership for voting purposes shall be reached when _____ of the regular members are present. (Group may decide: quorum may vary from 1/3 to 2/3 of membership).
- Section 3. Any member absent for _____ consecutive meetings, without valid excuses, must petition for re-admission to the organization.
- Section 4. Race, creed, handicap, sex, personality social status, or religion shall not be a factor in deciding which students may join the organization.

Article IV. Officers and Duties

The officers of the organization shall be: President, Vice-President, Secretary, Treasurer, and...(any others desired.)

- Section 1. The duties of the President shall be to preside at all meetings of the organization, to enforce the constitution, to decide questions of orders, to appoint committee hands, to call special meetings, etc.
- Section 2. The duties of the Vice-President shall be to preside at all meetings in the absence of the President, be ex-officio member of all meetings, etc.
- Section 3. The duties of the Secretary shall be to keep records of the meetings, to maintain the roster membership, to take role, be responsible for correspondence, etc.
- Section 4. The duties of the Treasurer shall be to collect dues, maintain financial records, make expenditures, to render regular reports upon request, etc.
- Section 5. Duties of any other officers.

Article V. Election of Officers

Election shall be held on the specific time, i.e. once a year, at opening of each semester, etc. Voting shall be by secret ballot; a plurality vote shall determine the winners.

Section 1. Only members who are in good standing, having paid dues and attended meetings regularly (specify time, some clubs specify membership for at least one term prior to holding office) are eligible to hold office. Only members in good standing are eligible to vote.

Section 2. The term of the office shall be _____.

Section 3. Nominations shall take place (date of election, preceding week, etc.)

Section 4. Votes shall be counted by _____.

Section 5. Installation of new officers shall take place.

Article VI. Removal of Officers

Section 1. Situations/Conditions that would call for such actions.

Section 2. Procedures for such actions to take place.

Article VII. Suspension and Expulsion of Members

Section 1. Situations/Conditions that would call for such actions.

Section 2. Procedures for such actions to take place.

Article VIII. Committees (Optional: Some groups specify)

The group may create different committees to better fit the organizations needs.

Article IX. Faculty / Staff Advisor

This group shall have a regular faculty / staff advisor who will attend all meetings and advise the organization (*follow Student Organization Advisor Guidelines*).

Article X. Meetings and Dues

Section 1. Meetings shall be held regularly at a time specified by that organization.

Section 2. An initiation fee for all new members will be _____.

Section 3. Dues in the amount of \$_____ shall be collected from each regular member each term.

Article XI. Robert's Rules of Order

Robert's Rules of Order shall be used as a guide for the presiding officer in all situations not covered by provisions of the constitution.

Article XII. Amendments

Amendments to this constitution shall be submitted to the President writing for submission to the members for vote. A _____ vote shall suffice adoption thereof, subject to approval by the Director of Student Life and the appropriate organizational council.