



Departmental Procedure: SA-SL22 – Club Charter Procedure	
CF Board Policy: 7.06	Effective Date: 6/25/07 Revised Date: 8/16/24 Revised By: M. McGee

Department: Student Life

Personnel Involved: Vice President for Enrollment Management and Student Affairs, Director of Student Life, Student Life Committee, Student Activities Team, Club and Organization Advisors

Person Primarily Responsible: Director of Student Life

Objective: To ensure that CF student clubs and organizations complete the necessary requirements to request and maintain a charter.

Procedure:

I. Background:

Student clubs and organizations may be formed or reformed on campus based on student interest and participation. A formal request must be submitted to the Office of Student Life at each campus. Students interested in starting a club or organization must find a staff or faculty member that will agree to be an advisor for their club or organization. All advisors must have the approval of their supervisor before accepting the role as an advisor. Club charter applications may be submitted during the first six weeks of a semester for optimal activity.

To be considered the following items must be turned in:

- A. A completed **Charter Request** form (SA-SL16a-c, available online). The advisor must assist with this process. A signature of the advisor is required.
- B. A list of at least 10 charter members with identification information (SA-SL21, available online)
- C. A list of the elected club/organization officers and updated club roster (SA-SL20, available online, within 30 days of charter)
- D. A club constitution (within 30 days of initial charter).

Once these items have been received, they will be reviewed by the Student Activities Team at each campus. A decision will be given to the requesting group within three weeks of the date it was received by the Office of Student Life.

If a club is approved for charter, the advisor and student will be contacted to set up a meeting. The advisor and student will be informed of the guidelines for clubs/organizations to remain active. Newly chartered groups will be provided a budget that will operate for the first year under the Office of Student Life. This amount may change pending the budget each year. An advisor agreement will be signed at this time.

If a charter request is denied, the student and advisor will receive a letter informing them of the decision. Reasons for a charter denial may include but are not limited to:

- Budget restrictions
- Duplication of efforts
- Similar mission and purpose to an existing club
- Lack of supervisor support for advisor
- Not following guidelines outlined above.

An appeal for denial may be submitted in writing within 30 days of the date of the notification letter. This appeal will be reviewed by the Student Life Committee and the decision will be final. All charters will be reviewed annually and a new application may be submitted at the beginning of the following academic year.

The following structure will apply to all student clubs and organizations.

II. Structure

Organization Type	Primary Responsibility
Academic-Supported Organizations (Co-curricular)	Vice President for Academic Affairs or designee
Student Clubs (Gaming, Chess, Skills USA, etc.)	Vice President for Enrollment Management and Student Affairs or designee
Student Leadership Organizations (SAB and Ambassadors)	Vice President for Enrollment Management and Student Affairs or designee
Athletics (All teams)	Vice President for Enrollment Management and Student Affairs or designee

III. Requirements for Maintaining Active Status: At a minimum, to be defined as “active”

A. Academic-Supported Organizations

1. Must participate in at least **one** planned campus-wide activity each semester, for example Club Rush as well as attend monthly Board of Presidents (BOP) and Advisor meetings.
2. Membership: Members will be selected based on established criteria. All students are invited to tryouts, auditions or interviews, but selection is limited. Members must be currently enrolled at CF. (See attached list of academic-related organizations.)
3. Must have an approved faculty or staff advisor.

B. Student Clubs

1. Must participate in **two** planned campuswide activities each semester, for example Club Rush as well as attend monthly Board of Presidents (BOP) and Advisor meetings.
2. Must participate in at least **one** service project each semester (campus-wide or other project).
3. Membership:
New clubs must have a minimum of 10 members to charter or recharter. Each club must have a minimum of seven active members to remain active. All clubs are open for membership to any student interested in participating and following the guidelines of the club. Members must be currently enrolled at CF. (Numbers may vary by campus.)
4. Must have an approved faculty or staff advisor.

C. Student Leadership Organizations

1. Must participate in **two** planned campuswide activities each semester, for example Club Rush as well as attend monthly Board of Presidents (BOP) and Advisor meetings.
2. Must participate in at least **one** service project each semester (campus-wide or other project).
3. Membership: Members will be selected based on established criteria. All students are invited to interview, but selection is limited. Members must be currently enrolled at CF. (See attached list of student leadership organizations.)
4. Must have an approved faculty or staff advisor.

D. Athletics

1. Must participate in **one** planned campus wide activities each semester.
2. Must participate in at least **two** service project each semester (campus-wide or other project).
3. Membership: Athletics are open to all students; however, members are selected by the head coaches through recruitment, visits and tryouts. Members must be currently enrolled at CF. (See attached list of athletics.)
4. Must have a coach.

IV. Rights and Responsibilities of Active Clubs:

A. Rights:

1. Use of Facilities (may vary by campus)
 - a. Student clubs/organizations must be recognized in order to have priority to reserve college facilities.
 - b. College facilities are available for use by recognized student clubs/organizations pursuant to college policies, procedures and guidelines mandated by the division which governs the specific venue.
2. Use of Student Life Vehicles:
 - a. Recognized student clubs/organizations may request use of the Student Life vehicles. (SA-SL13).
3. Publicity
 - a. Only recognized student clubs/organizations may post printed materials at College of Central Florida locations. These materials must follow the guidelines listed in Departmental Procedure: **Student Posting Procedure** (SA-SL24) and be approved by the Office of Student Life prior to posting.
 - b. Only recognized student clubs/organizations may use the College of Central Florida logo. Any printed materials, including posted advertisements, t-shirts, etc. which use the College of Central Florida logo must be approved by the Office of Student Life and Marketing and Public Relations.
 - c. All club-related news releases must be done through Marketing and Public Relations.
4. Funding
 - a. Florida Statute 1009.23 states that: “The student activity and service fees (SASF) shall be paid into a student activity and service fund at the Florida College System institution and shall be expended for lawful purposes to benefit the student body in general.”
 - b. Student clubs/organizations must be recognized in order to request a SASF allocation.

- c. Any materials that are purchased with SASF funds are technically property of the college. If a club becomes inactive, any materials will be managed by Student Life. Once active status is reestablished, materials will be redistributed to the club.
- 5. Participation in Campus Activities
 - a. Student organizations shall be open to all currently enrolled students regardless of race, color, ethnicity, religion, gender, pregnancy, age, marital status, national origin, genetic information or disability status in its programs as well as political opinions or affiliations, or veteran status.
 - b. All student organizations and clubs must be officially recognized in order to meet on campus and utilize college facilities.
 - c. Any student club or organization whose membership attends any campus activity or college function must abide by the Student Code of Conduct and Board of Trustees policy manual. If found to be in violation of these codes, individual or organizational sanctions may be enforced.

B. Responsibilities:

- 1. Maintaining Active Status
 - a. Refer to the above information regarding active status.
 - b. Student groups not recognized by the college as official organizations or clubs may not participate in the student activity fee budget, planned activities, or free rental of college facilities, or the use of College of Central Florida in its name or represent generally that it is an official student organization or club.
- 2. Governance
 - a. Student clubs/organizations shall have the authority and responsibility to create their own structure and operating rules, provided they are consistent with college rules established by the College of Central Florida District Board of Trustees, the administrative rules of the Department of Education, and the laws of the State of Florida and the United States of America, as applicable. In addition, student clubs and organizations must abide by their Student Life-approved constitution and bylaws.
 - b. The director of Student Life or the director's designee will be responsible for ascertaining the appropriateness of the organization and the subsequent monitoring of each organization's activities as per the charter.
- 3. Leadership Expectations: Group leadership (president and vice president, editor and co-editor, captain and co-captain, etc.) must maintain a 2.5 minimum GPA and be enrolled in a minimum of six credit hours to serve (Student Life Committee, 2/14/2014). All club/organization members must be in good standing to remain active members. Due to excess credit hours, exceptions may be made for credit hours of graduating students.
- 4. Volunteers: All volunteers (not CF students or employees) must contact the Office of Student Life to review and complete the volunteer registration process.

V. Supplements/Reassigned Time:

A. Academic-Supported Organizations: Supplements/reassigned time for academic-supported organizations will be the primary responsibility of the vice president for Academic Affairs or designee.

B. Student Clubs:

- 1. The Office of Student Life may disburse a stipend per year to an advisor for each active student club. Amount will be determined by budget.

2. Stipends will be distributed at the end of each semester, based on activity of the student club and submissions of appropriate paperwork by the advisor.
3. Adding an additional advisor to a student club will be at the club's discretion. However, if the club wishes to request an additional stipend, it will need to justify this in writing. A decision will be made by the Office of Student Life.

VI. Required Advisor Activities: A club/organization must have an approved advisor to be considered active. At a minimum, advisors must:

A. Academic-Supported Organizations:

1. Submit rosters of enrolled students each semester
2. Submit report of organization activity (mid-year and end-of-year reports)
3. Submit budget request forms as required for budgeting purposes for the following year.
4. Attend annual Advisor training.
5. Keep an open line of communication with the Office of Student Life.

A schedule of meetings/practice times and locations for the current semester is suggested, not required.

B. Student Clubs and Student Leadership Organizations:

1. Submit club rosters of enrolled students each semester
2. Submit a current list of officers and contact information
3. Submit report of club activity (mid-year and end-of-year reports)
4. Submit budget request forms as required for budgeting purposes for the following year.
5. Attend annual Advisor training.
6. Keep an open line of communication with the Office of Student Life.

A schedule of meetings/practice times and locations for the current semester is suggested, not required.

C. Athletics:

1. Submit rosters of enrolled students each semester
2. Submit report of athletic team activity (mid-year and end-of-year reports to include campus activities and service projects)
3. Submit budget request forms as required for budgeting purposes for the following year.
4. Keep an open line of communication with the Office of Student Life.

A schedule of meetings/practice times and locations for the current semester is suggested, not required.

D. If at any time a club advisor leaves the college or requests to step down from the role of advisor, the group will automatically go into inactive status. Students will be notified as appropriate. The group may have the option to recharter once a new advisor has been approved.

All charters will be reviewed annually to ensure active status. Student Life reserves the right to revoke any charter or remove an advisor if groups fail to meet the above listed expectations or comply with procedures outlined by Student Life. Students may also be removed if they become disruptive or interfere with the goals and purposes of a club.