



NEW CLUB / RECHARTER PACKET

Student clubs are not active until this packet is reviewed and approved.

CLUB ADVISOR APPROVAL AND AGREEMENT

Memorandum

TO: Director of Student Activities

FROM: _____
Club Name

DATE: _____

SUBJECT: Student Activities Club Advisor Request Form

The employee(s) listed below is/are recommended to serve as advisor(s) for the Student Activities sanctioned club listed above:

Name of Requested Club Advisor _____

Supervisor Signature and Date _____

Name of Requested Co-Advisor (Optional) _____

Supervisor Signature and Date _____

Club Advisor Agreement

Student club advisors must be employed at the College. The club advisor is responsible for facilitating and assisting students in the effective operations of their clubs or organizations. The role of the club advisor is integral to the club’s success. Being a club advisor requires a time commitment on the part of the staff member that may include time outside of normal college hours. It is important that the club advisor communicates with their students and provides important information about programs to the Director Student Activities (DSA). The DSA is a resource for all student clubs and is available to attend club meetings if a conflict or if problems arise.

Commitment to the Club:

- Assist students with goals and objectives each academic year.
- Participate in community volunteer events.
- Stay well-informed about all the plans and activities of the group.

- Be knowledgeable of College policies and procedures and ensure compliance.
- Encourage club members to pursue and accept responsibility for specific officer positions and help them recognize the importance of their roles in relationship to the club.
- Work with students to help them plan programs that are beneficial and consistent with the educational objectives of the college.
- Attend all club meetings.
- Attend all on-campus and off-campus activities events.

Mandatory Club Events:

- Leadership training
- Attend and ensure student participation in the fall and spring Club Rush events
- Student Awards Banquet
- Each club must participate in at least one fundraising event per academic year
- Each club must participate in at least one community service event per academic year.

I have read the club advisors' expectations and agree to do what is expected of a club advisor. I understand the importance of the club advisor's role. Club advisors may not receive stipend pay if requirements have not been met.

Club Name	Advisor's Signature	Date
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Club Name	Co-Advisor's Signature	Date
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Approved	Denied
Approved	Denied

Director of Student Activities

Approved	Denied
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Associate Vice President of College and Community Engagement

Approved	Denied
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Vice President, Advancement



THE COLLEGE OF THE FLORIDA KEYS

STUDENT ORGANIZATION REQUEST FOR RECOGNITION AND CHARTER/RECHARTER

Name of the Club: _____ of The College of the Florida Keys

Academic Year

Charter Recharter

Proposed meeting days/times:

Dues (if any):

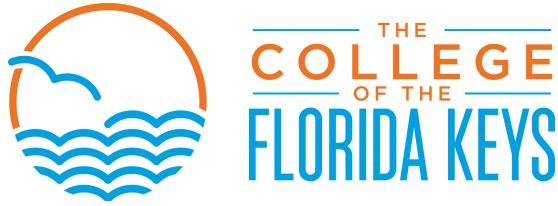
Names of student members and Student ID # (minimum of eight (8) students required):

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

Student Signature	Date
Club Advisor	Date
Club Co Advisor	Date

Director of Student Activities

Approved Disapproved



CLUB CONSTITUTION

Each club must establish the fundamental principles on which the club is to operate and define its primary club objectives. To be considered a club at CFK, the club's constitution and its bylaws must be presented as follows:

Constitution of _____ of The College of the Florida Keys
(Club Name)

Purpose

The purpose of this club is to provide an opportunity for students at The College of the Florida Keys:

(Reason for existence, goals of the organization, examples may include provide a sense of community; maintain academic freedom; promote leadership skills)

Membership

The club is open to all currently enrolled students at The College of the Florida Keys. The club shall not discriminate against any student based on race, color, religion, sexual orientation, national origin, creed, age, disability, marital status, political affiliations, or veteran status. Club members are entitled to one vote.

Membership dues (if applicable)

Membership renewals (if applicable) will begin in the Fall term of each year.

1. The amount of \$ _____ will be charged each semester/year for membership dues.
2. The dues will be paid the first month of the semester the student becomes a member.

Election of Officers

Elections must be established at the initial chartered term and each term after that. Once club officers have been confirmed, each shall be entitled to vote and shall hold one (1) term or two (2) consecutive terms for the total of one academic year of office.

Club officers must be enrolled and maintain at least (6) credit hours each semester and have a cumulative GPA of 2.5 or above during the term of office. Incoming students (those who have not previously attended a postsecondary institution or have no existing CFK grade point average) shall be exempt from the qualification requirements during the first academic semester in office or until a cumulative CFK GPA has been established.

Vacancy of Office

If the President position becomes vacant, such vacancy shall be filled by the succession of the Vice-President. If the positions of the Vice-President, Secretary, or Treasurer become vacant:

- A. The members elect the new officer, or
- B. The President appoints the officer, and the members must approve

Meetings

All meetings of the club may be governed by Robert's Rules of Order (recommended, not required). Meetings shall be held on a weekly, monthly, or as needed basis.

Amending Constitution

After deliberation of a proposed amendment, it shall be tabled until the next meeting, when it will be brought up for a vote. A 2/3 majority will be required to pass an amendment. The club advisor or an officer will submit a revised constitution to the DSA.

Rules

The club rules shall comply with the Student Activities Handbook and all other College policies and procedures (e.g., Student Handbook and College Catalog). Those rules and guidelines are hereby incorporated in total. No drugs, tobacco, or alcohol on-campus or promoted by any club off-campus.