



THE
COLLEGE
OF THE
FLORIDA KEYS

NEW CLUB / RECHARTER PACKET

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

CLUB ADVISOR APPROVAL AND AGREEMENT

Club name:

Academic Year:

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:

Date

Name of Requested Co-Advisor (Optional):

Supervisor Signature and Date:

Date

Club Advisor Agreement

The Student Activities Handbook (Procedure 71.1) is the most current resource outlining the roles and responsibilities of club advisors, as well as expectations for student clubs. For more information, refer to this handbook.

I have read Student Activities Handbook (Procedure 71.1), agreeing to do what is expected of a club advisor.

Advisor's Signature

Date

Co-Advisor's Signature

Date

Assistant Director of Student Activities

Approved

Denied

Associate Vice President of College and Community Engagement

Approved

Denied

Vice President, Advancement

Approved

Denied



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STUDENT ORGANIZATION REQUEST FOR RECOGNITION AND CHARTER/RECHARTER

Name of the Club: _____

Academic Year: _____ Charter Recharter

Proposed meeting days/times: _____

Dues (if any): _____

One time student fee

Per semester

Per academic year

Names of interested student members (minimum of eight (8) students required):

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

Student Signature

Date

Club Advisor

Date

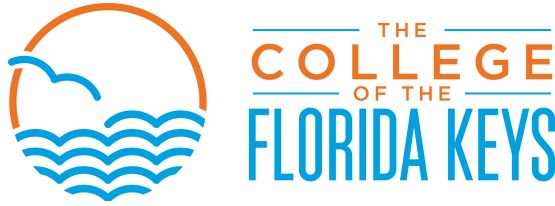
Club Co-Advisor

Date

Assistant Director of Student Activities

Approved

Denied



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 College of the Florida Keys does not discriminate on the basis of race, color, national origin, ethnicity, age, sex (including sexual orientation and gender identity), marital status, military status, protected veteran status, genetic information, religion, pregnancy, or disability in its programs, activities, or employment practices.

Membership dues (if applicable)

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

1. The amount of \$ _____ will be charged for membership dues.
2. Dues will be paid during the first month 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 may serve as club representatives in the CFK Student Government Association.

Student club officers must maintain an institutional Grade Point Average (GPA) of 2.5 or higher and adhere to the College policies and procedures including the College Catalog, Student Activities Handbook, and Student Handbook. GPA from previous institutions will be referenced for new students without an existing CFK GPA.

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 ADSA.

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 is allowed on-campus, or promoted by any club off-campus.