

# New Student Club & Organization Registration Packet



## Student Development

East Campus  
Bldg. 5-212  
Ext. 2313

Lake Nona Campus  
Bldg. 1-149A  
Ext. 7122

West Campus  
Bldg. 3-147  
Ext. 1607

Osceola Campus  
Bldg. 2-150  
Ext. 4158

Winter Park Campus  
Rm. 1-200  
Ext. 6956

# Getting Started Checklist

Your campus Student Development Coordinator or Program Advisor will assist you with any questions you may have.

## This packet contains:

- Getting Started Checklist - pg 2
- Application for New Student Club/Organization Recognition - pg 3
- Advisor Roles and Responsibility Agreement - pg 4
- Member Roster - pg 5
- Officer Responsibilities & Roster - pg 6
- Sample Student Club/Organization Constitution - pg 7

## Step 1

- Obtain a New Student Club/Organization Application packet from your campus Student Development office.
- Review the policies and procedures regarding Student Clubs/Organizations in the Student Development Resource Manual online at <http://valenciacc.edu/studentdev/documents/SDResourceManualRev.pdf>.
- Find a Faculty/Staff Advisor (advisor must be a member of the Valencia faculty or staff).
- Complete pages 3 & 4 (Application and Advisor Roles and Responsibilities).

## Step 2

Once you have completed Step 1, submit your application to the campus Student Development Coordinator or Program Advisor for approval and Tentative Recognition. This will allow you to reserve information tables and rooms for recruiting purposes and organizational meetings. All reservations, signs, and posters must be approved by Student Development.

- Recruit at least 10 members and have them sign the Member Roster. (*5 members at Lake Nona and Winter Park*)
- Elect or designate officers for your organization and have them sign the “Club/Organization Officer Responsibilities & Roster” on page 6 of the Application.
- Write a Constitution for your club/organization (see Sample Student Club/Organization Constitution - pg 7).
- Schedule a meeting for you, your advisor, and the Student Development Coordinator or Program Advisor to discuss the club/organization.
- Submit your Member and Officer Rosters and Constitution to Student Development. All information will be verified by Student Development. If there are any issues, you will be notified and they must be addressed before moving forward.

## Step 3

The final step is for the Student Government Association to review and approve your application and constitution. Once Full Recognition has been granted, you are eligible to use resources provided by Student Development and other college offices. Please check with your Student Development Coordinator or Program Advisor for details. You will also be required to participate in the Inter Club Council or Congress of Clubs.

- Once you have obtained Tentative Recognition and all information has been verified, your documents will be submitted to the SGA Vice-President, who will notify you in writing of the next SGA General meeting. At this meeting, your club will be considered for Full Recognition.
- Attend the next SGA General meeting and answer any questions about your organization.
- You will be notified in writing after the SGA has voted on your Full Recognition. Decisions not to grant Full Recognition may be appealed to the campus Student Development Coordinator or Program Advisor.



# Application for New Student Club/Organization Recognition

This form, when completed and approved by the Student Development Coordinator or Program Advisor, shall serve as a binding agreement between the organization, its members and Valencia College. This document is subject to review by college officials at any time. Any violations of this agreement are subject to appropriate action by the college.

## Organization Information

Full Name of Club/Organization \_\_\_\_\_

Type of Club/Organization (circle one only):    Career    Honorary    Service    Social    Special Interest

Purpose Statement (this will be used for lists and website publications) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Membership Qualifications \_\_\_\_\_

GPA Requirement \_\_\_\_\_ Dues \_\_\_\_\_ monthly / per session / annual (circle one)

Student Requesting Club \_\_\_\_\_ VID \_\_\_\_\_

Atlas Email \_\_\_\_\_@mail.valenciacollege.edu

Telephone Number \_\_\_\_\_

## Faculty/Staff Advisor

Name \_\_\_\_\_ Department \_\_\_\_\_

Office Location \_\_\_\_\_ Mail Code \_\_\_\_\_ Telephone \_\_\_\_\_

Signature \_\_\_\_\_ Email \_\_\_\_\_

## Authorized Organizational Representative Release (Advisor)

Student Development requires the identification of an organization representative to speak on behalf of the club/organization. Therefore I, the undersigned, authorize my name, phone number and email address to be released to the public in any publications/website produced by Student Development as an official representative for this club/organization.

Advisor's Name \_\_\_\_\_ Office Bldg & Room (if any) \_\_\_\_\_

Signature \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

<b>OFFICE USE ONLY</b>	
Date Tentative Recognition Granted _____	<input type="checkbox"/> Completed Application
SD Staff Signature _____	<input type="checkbox"/> Advisor Roles and Responsibility Agreement
Date Full Recognition Granted _____	<input type="checkbox"/> Member & Officer Rosters
SD Staff Signature _____	<input type="checkbox"/> Constitution



# Student Club/Organization Advisor Roles and Responsibility Agreement

The relationship of the advisor to the group will vary, not only from club to club, but from time to time within a specific group. The role of the advisor can be divided into three components: (1) responsibility to the group; (2) responsibility to the individual member; and (3) responsibility to Valencia College.

- I. Responsibility to the Group:
  - A. The advisor should assist the group in setting realistic goals and objectives each academic year.
  - B. The advisor should help the club/organization justify its expenditures of the members' time, abilities, energy, and dues.
  - C. The advisor must be well informed about all of the plans and activities of the group.
  - D. The advisor is responsible for providing continuity within the group, and must be familiar with the group's history including major changes to its program.
  - E. The advisor must be aware of college policies and should insure compliance with the policies from the group.
  
- II. Responsibility to the Individual
  - A. The advisor should seek to assist its members in maintaining a balance between the academic and co-curricular aspects of student life.
  - B. The advisor should foster a spirit of inclusion in all group activities.
  - C. The advisor should encourage members to accept responsibility for specific parts of programs and help them recognize the importance of their roles in relationship to the group.
  
- III. Responsibility to the College
  - A. The advisor must work with students to help them plan programs that are beneficial to the students and consistent with the educational objectives of the college.
  - B. The specific responsibilities the advisor has to the college are as follows:
    - 1. The advisor should attend the club/organization's meetings. When the Club/Organization meets on campus facilities, the advisor should be present and accountable.
    - 2. The advisor must monitor the procedure followed by the Club/Organization in handling its funds and insure that all Valencia fiscal policies are followed.
    - 3. The advisor must know and understand all Valencia policies that relate to event and fiscal management of clubs and organizations at Valencia.

The role of the club/organization advisor is an important function of a Club/Organization's success at Valencia. Being an advisor requires a time commitment on the part of the faculty or staff member. It is important that the advisor communicate with their students and provide important information about programs to the Student Development Coordinator or Program Advisor.

**I have read the above statements and I understand the commitment it takes to serve as a Club/Organization Advisor at Valencia College.**

Advisor Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Campus Bldg & Room: \_\_\_\_\_ Phone: \_\_\_\_\_

**As the club/organization advisor's dean or supervisor, I have read and understand the importance of the Club/Organization advisor, and I am supportive of the faculty/staff member's commitment to this position.**

Dean/Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_



# Student Club/Organization Member Roster

Student Clubs/Organizations must have a minimum of ten (10) members at East, West, and Osceola Campus and (5) members at Lake Nona and Winter Park to obtain recognition. \*\*Must be submitted to the Student Development office EACH Fall and Spring terms by October 1<sup>st</sup> and February 1<sup>st</sup> respectively in order to access Student Development resources (funding, rooms, etc.)

Term \_\_\_\_\_ Year \_\_\_\_\_

**Print Name**

**VID Number**

**Signature**

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**OFFICE USE ONLY**

Grade Verification Date: \_\_\_\_\_

SD Staff Initials: \_\_\_\_\_



# Student Club/Organization Officer Responsibilities & Roster

Term \_\_\_\_\_ Year \_\_\_\_\_

Please provide a list of all current Officers on the attached roster, preferably typed. Include the following information: NAME, VID NUMBER, and SIGNATURE. \*\*Must be submitted to the Student Development office EACH Fall and Spring terms by October 1<sup>st</sup> and February 1<sup>st</sup> respectively in order to access Student Development resources (funding, rooms, etc.)

## Organization Responsibility

In regards to the role of a college in encouraging its students to assume responsibility for their social actions as members of an adult society, Valencia College will not assume legal responsibility for any non-college sanctioned events of student Clubs/Organizations.

IT IS EXPECTED THAT THE OFFICERS OF THE SPONSORING CLUB/ORGANIZATION WILL ASSUME RESPONSIBILITY FOR THEIR GROUP'S ADHERENCE TO ALL COLLEGE POLICIES AND CITY, STATE AND FEDERAL LAWS.

As an officer of \_\_\_\_\_, I have read and understand the above statement of Club/Organization responsibility. I have read and agree to comply with all written policies and procedures in the Valencia Student LifeMap Handbook and Student Development Resource Manual. I certify that I have received a Student LifeMap Handbook and Student Development Resource Manual or web access has been provided to my club/organization with this registration packet. Also, I understand I must:

1. Be degree or certificate seeking.
2. Be enrolled in and maintain at least six (6) credit hours for East, Osceola, and West or three (3) credit hours for Lake Nona and Winter Park each term at the campus where serving as an officer.
3. Have a minimum 2.0 GPA per term or better at the time of election and maintain it during my term of office.
4. Agree to abide by the rules set forth in the club constitution, to be acknowledged in the oath of office.

PLEASE PRINT:

<b>President</b>	<b>VID #</b>	<b>Signature</b>	<b>Date</b>
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Atlas Email	Phone Number
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<b>Vice President</b>	<b>VID #</b>	<b>Signature</b>	<b>Date</b>
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Atlas Email	Phone Number
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<b>Secretary</b>	<b>VID #</b>	<b>Signature</b>	<b>Date</b>
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Atlas Email	Phone Number
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<b>Treasurer</b>	<b>VID #</b>	<b>Signature</b>	<b>Date</b>
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Atlas Email	Phone Number
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# (USE ADDITIONAL SHEET IF NECESSARY)

As an officer of \_\_\_\_\_, I have read and understand the above statement of Club/Organization responsibility. I have read and agree to comply with all written policies and procedures in the Valencia Student LifeMap Handbook and Student Development Resource Manual. I certify that I have received a Student LifeMap Handbook and Student Development Resource Manual or web access has been provided to my club/organization with this registration packet. Also, I understand I must:

1. Be degree or certificate seeking.
2. Be enrolled in and maintain at least six (6) credit hours for East, Osceola, and West or three (3) credit hours for Lake Nona and Winter Park each term at the campus where serving as an officer.
3. Have a minimum 2.0 GPA per term or better at the time of election and maintain it during my term of office.
4. Agree to abide by the rules set forth in the club constitution, to be acknowledged in the oath of office.

PLEASE PRINT:

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Other Officer Position_____	VID #	Signature	Date
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Atlas Email	Phone Number
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Other Officer Position_____	VID #	Signature	Date
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Atlas Email	Phone Number
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Other Officer Position_____	VID #	Signature	Date
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Other Officer Position_____	VID #	Signature	Date
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Atlas Email	Phone Number
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Other Officer Position_____	VID #	Signature	Date
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Atlas Email	Phone Number
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# Sample Student Club/Organization Constitution

Please note: This is a sample constitution for Valencia clubs/organizations. While you may deviate from the sample to incorporate uniqueness into the student organization, the articles and sections below must be included unless otherwise stated. Clauses may be copied out of this document and pasted, verbatim, if so desired. Text in *italics* is the ideal place to write clauses unique to the organization.

An editable version of this document may be found at -

<http://www.valenciacce.edu/studentdev/StudentDevelopmentClubandOrganizationSampleConstitution.docx>

## Constitution of *Insert Organization Name*

### **Article I—Organization Name**

The name of this organization shall be *Insert Name Here (this will be the official name, if approved)*. The organization may also refer to itself as *Insert Acronym or other reference here (if applicable)*.

### **Article II—Mission and Goals**

#### Section 1: Mission

*Insert the organization's mission statement and purpose here.*

#### Section 2: Goals

*Insert the organization's goals here.*

#### Section 3: Governing Authority

All activities and functions of the organization must be legal under College, local, state, and federal laws. The most recent version of the Student Development Resource Manual, Student LifeMap Handbook, and Valencia's policies and procedures will supersede all requirements set forth during the creation and revision of this constitution.

### **Article III—Membership**

#### Section 1: Membership Statement

Student membership is limited to any student who is currently enrolled at Valencia College. No discrimination shall be made on the basis of sex, race, age, religion, disability, national origin, sexual orientation, marital or parental status, or veteran's status.

#### *Section 2: Additional Membership Requirements*

*Organizations may create more stringent, legal membership qualifications/ requirements than those listed above. This may include dues, attendance, and GPA, among others.* Together with Article III, Section 1, these additional requirements define what it means to be an “active student member.”

#### Section 3: Recruitment

Recruitment shall take place throughout the year and membership is open at all times. Hazing will not be tolerated or used as a condition of membership in this organization. Hazing is prohibited at Valencia College pursuant to Section 1006.63, F.S. All organizations and students are prohibited from engaging in any form of hazing either on campus or off campus. Valencia College does not condone hazing in any form.

#### Section 4: Voting Rights

Only active student members are eligible to vote.



### Section 5: Member and Officer Rosters

An updated Student Club/Organization Member Roster and a Student Club/Organization/Officer Responsibilities & Roster must be submitted to the Student Development office each Fall and Spring terms by October 1<sup>st</sup> and February 1<sup>st</sup> respectively.

### Section 6: Revocation of Membership

Membership may be revoked without mutual agreement for non-participation or violations of any provisions of the Constitution or Student Code of Conduct. The member will be notified in writing of the possible revocation and will be allowed to address the organization in order to relate to members any relevant defense.

### Section 7: Reinstatement of Membership

Membership may be reinstated after one full semester (after the revocation) has passed. The former member may submit a request for reinstatement to the President and Advisor.

## **Article IV—Officers**

### Section 1: Eligibility

Potential officers must meet the minimum eligibility requirements of active student membership (Article III, Sections 1 *and* 2). All officers of the organization shall possess (at the time of election and during their term) at least the minimum requirements regarding enrollment hours, GPA, academic and disciplinary standing, and financial and disciplinary holds to serve in a leadership position, as stated in the most recent version of Student Development Resource Manual, Student LifeMap Handbook, and Valencia's policies and procedures. Officers who do not meet these requirements during their term shall be resigned or removed. Additionally, only active student members are eligible for selection to an officer position.

### *Section 2: Additional Officer Requirements*

*Organizations may create more stringent, legal membership qualifications/ requirements than those listed above. This may include attendance and GPA (greater than a 2.5), among others.*

### Section 3: Titles and Duties

The officers of this organization shall include (in order of succession) a President, Vice President, Treasurer, and Secretary. No officer will be permitted to hold more than one officer position at a time.

#### The President shall:

- Supervise and coordinate the activities of the organization.
- Preside over all meetings and call all meetings to order.
- Maintain communication with the office of Student Development and ensure that all paperwork is current.
- Be one of three signers on financial documents.
- Be responsible for creating a budget at the beginning of each fall and spring semester, in conjunction with the Treasurer.
- Ensure that all officers are performing their duties as defined in this Constitution.
- Coordinate leadership training for officers and club/organization members.
- Keep advisor informed of activities and functions of the organization.
- Be familiar with Robert's Rules of Order to conduct meetings.
- Provide all documents and records pertaining to his/her responsibilities to the newly-elected President.
- Assign special projects to officers.

The Vice President shall:

- Assist the President in his/her duties.
- Work closely with the President to accomplish the club/organization's goals.
- Assumes the President's responsibilities in his/her absence.
- Keep accurate records of all meetings in the Secretary's absence.
- Perform an audit of all financial transactions of the organization once per semester.
- Chair committees or serve as the club/organization representative to the Inter Club Council or Congress of Clubs.
- Provide all documents and records pertaining to his/her responsibilities to the newly-elected Vice President.
- Assist in special projects as assigned by the President.

The Treasurer shall:

- Maintain an accurate account of all club/organization's funds received and expended.
- Present a budget report of deposits and expenditures to the membership at least once per month, and as requested by the President, Vice President, advisor, or Student Development Office.
- Complete the club/organization's Campus Student Development Budget Request Form.
- Be responsible for collecting dues (if applicable) and notifying members who are delinquent in their payments.
- Be responsible for proposing a budget for the Budget Approval process in the spring semester, in conjunction with the President and Advisor.
- Provide financial records sufficient to allow the Vice President to perform audits.
- Chairs the club/organization's Finance/Fundraising committee (if applicable).
- Works with the Advisor to access any funds allocated to the club/organization from the Student Development budget or Agency Account.
- Provide all documents and records pertaining to his/her responsibilities to the newly-elected Treasurer.
- Assist in special projects as assigned by the President.

The Secretary shall:

- Keep accurate meeting minutes and records.
- Perform a verbal roll call of all members and maintain an attendance record.
- Maintain accurate roster of all active members and their contact information.
- Notify members, in advance, of meetings via e-mail and/or telephone.
- Send invitations and thank-you notes to guests and other (vendors, partners, etc.).
- Responsible for other club/organization correspondence and keeping records of such.
- Be familiar with all club/organization documents, including the Constitution and any By-Laws.
- Keep copy of constitution and have available for members.
- Provide all documents and records pertaining to his/her responsibilities to the newly-elected Secretary.
- Assist in special projects as assigned by the President.

#### Section 4: Voting Rights

All officers shall retain voting rights; however, the President shall only vote in the case of a tie, with the exception of officer elections.

#### Section 5: Term of Office

The length of term of office shall be no longer than one calendar year.

## **Article V—Selection of Officers**

### **Section 1: Nomination Process**

The nomination of officers shall occur each academic year at the membership meeting held in *March*. The highest-ranking officer not running for office shall facilitate the nomination and election process at this meeting. If this is not possible, the facilitator will be selected by a majority vote of active student members.

Any active student member present may nominate someone or him/herself for office by verbally nominating the individual during this procedure. However, the nominee must be considered eligible for an officer position (as defined in Article IV, Sections 1 and 2). Absentee/proxy ballots are not permitted in the nomination process.

### **Section 2: Election Process**

The election of officers shall occur at the membership meeting held in *April*. The order of elections shall begin with the President and proceed in order of succession. The organization may not proceed to the election of the next officer until the current one has been resolved.

The nominated candidates for each office will be given a chance to address the organization to discuss their qualifications and reasons why they should be selected to that office. Candidates will speak to the organization in alphabetical order by last name. Once each candidate for that office has had the opportunity to speak, all active student members present (minus the nominations/elections facilitator described in Section 1 above) will have the opportunity to vote by secret ballot. Absentee ballots and proxy ballots are not permitted in the election process.

The advisor and nominations/elections facilitator will tabulate all votes. The nominations/elections facilitator shall announce the officer with a simple majority (more than 50%) of all votes cast by active student members. If no candidate receives a majority of votes, the top two candidates will enter into a run-off election. In the event of a tie, the nominations/elections facilitator shall cast a vote to break the tie.

After announcing the new officer, the nominations/elections facilitator shall ask if any active student member contests the count. If no active student member contests the count, the new officer shall take office as per Article V, Section 3. If an active student member contests the count, each candidate may select an active student member to supervise the recount. The advisor and nominations/elections facilitator will recount all votes in the presence of the selected representatives.

### **Section 3: Installation of Officers**

Newly elected officers shall take office immediately following the membership meeting in *April* and their term will end immediately following the membership meeting the next *April*. Current officers should assist in the transition and training of the officers-elect, from elections until installation.

### **Section 4: Re-election**

Any officer may be re-elected; however, not for more than two consecutive terms in the same officer position. Officers cannot reappoint themselves for a subsequent term, they must be re-elected as described in Article V.

## **Article VI—Officer Vacancies**

### **Section 1: Removal of Officers**

Leadership may be revoked without mutual agreement for non-participation, failure to fulfill duties, or violations of any provisions of the Constitution or Student Code of Conduct. Membership The officer will be notified in writing of the possible removal from office and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal. Any officer may be removed from office upon a 2/3 affirmative vote of active student members.

## Section 2: Resignation

Officers no longer wishing to serve on the board must submit their resignation to the highest-ranking officer and advisor at least two (2) weeks in advance. Prior to the officer's final day he/she shall provide all documents relating to the organization and brief his/her replacement of current projects in his/her care.

## Section 3: Filling Vacant Officer Positions

In the event an officer (besides President) is removed or resigns, the remaining officers, by majority vote, will decide if the position is to be filled. If it is to be filled, the nomination and election process as stated in Article V, will take place at the next membership meeting.

If the President is removed or resigns, the Vice President will assume the role of President upon a majority confirmation of the remaining officers. If not confirmed, the position of the President will be filled as per the paragraph above.

The newly elected officer's term shall end at the annual installation of officers in *April*. A change in officer information should be reported to the Student Development Office within 10 school days of the election.

## **Article VII—Meetings**

### Section 1: General Membership Meetings

The membership should meet at least once per month during the fall and spring semesters. Meetings are open to those defined in Article III, Section 1, and officers (except the President, unless otherwise stated) and active student members are allowed one vote per motion. The quorum required to conduct business is a majority (more than 50%) of the officers and organization's active student members present at the meeting.

### Section 2: Officer Meetings

The officers should meet at least twice per month during the fall and spring semesters. Meetings are open to those defined in Article III, Section 1, and officers (except the President) are allowed one vote per motion. The quorum required to conduct business is a majority (more than 50%) of the officers present at the meeting.

### Section 3: Calling Meetings

The President will be in charge of calling meetings and the Secretary will be responsible for notifying all members and/or officers, by e-mail and/or telephone.

### Section 4: Meeting Procedure

The President shall use his/her discretion as to the manner and process in which he/she presides over meetings. However, the President shall follow Robert's Rules of Order in a given meeting if 2/3 of the active, present student members so request.

## **Article VIII—Advisor**

### Section 1: Selection

The advisor shall be selected by a majority vote of the officers and must be approved by a majority vote of active student members. To be eligible to serve as the advisor, the person must be a contracted Valencia employee (staff or faculty), as defined by Human Resources.

### Section 2: Role and Authority

The advisor shall serve as a mentor and resource to the organization-- providing guidance to the officers and members in the development and implementation of programs and activities, as well as Valencia policy and procedure. Additionally, the advisor will monitor all expenditures of the organization. The advisor has no voting rights. The advisor must be willing to obtain an appropriate level of experience, resource information, and knowledge related to the mission, purpose, and activities of the organization.

### Section 3: Length of Term

The advisor has no term limit as long as he/she remains a contracted Valencia employee.

### Section 4: Removal and Replacement of Advisor

The advisor will be notified in writing of the possible removal at least 72 hours prior to the vote and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal. Upon a majority vote of active student members, the advisor will be removed from his/her duties. In the event that an advisor is removed or resigns, a new advisor shall be elected within 15 school days. A change in advisor information should be immediately reported to the Student Development Office.

## **Article IX—Finances**

### Section 1: Membership Dues

Membership dues shall be *number (#)* dollars per year or *number (#)* dollars per semester. Membership dues will be collected at the discretion of the Treasurer during the fall and spring semesters. No membership dues will be collected during summer terms. All members, including officers, are required to pay membership dues. Only the advisor shall be exempt from paying membership dues. Once payment has been processed, no refunds will be granted.

### Section 2: Budget Approval

The Treasurer (in conjunction with the President and Advisor) shall propose a budget for the entire year. The budget will be approved or modified during the Collegewide or Campus Budget Allocation process in the Spring of each year.

### Section 3: Financial Authority

Organizational funds may be spent on items such as office supplies, events and activities, publicity, travel expenses, and conference fees, but will not be used for anything illegal under College, local, state, and federal laws. All funds must be deposited within 24 business hours after collection.

### Section 4: Officer Transition

It is the outgoing Treasurer's responsibility to compile and present all documents and information about the previous and current budget to the new Treasurer.

### Section 5: Dissolution of Organization

In the event that the organization ceases to exist, any funds remaining in the organization's account shall be donated to either the Student Development Campus or Collegewide Agency Account or Valencia Foundation Scholarship fund.

## **Article X – External Affiliations** (if applicable)

*Mention the name of any affiliation with a national, regional, or local governing body/parent/corporate organization. Discuss how the organization relates to the external affiliates, including any requirements (fees, membership, governance, etc.) of that relationship.*

The rules and regulations of the external affiliate shall be followed when not inconsistent with the rules and regulations of this Constitution and Valencia College.

## **Article XI – Committees** (if applicable)

*In different sections, discuss any standing and special committees, including the formation, selection, powers, membership, chairperson selection, and duties of those committees. Also discuss the roles and responsibilities of committee chairpersons.*

## **Article XII—Publications and Advertising**

### Section 1: Compliance

All publications of the organization must comply with the Student Development Resource Manual and Valencia's policies and procedures.

### Section 2: Approval

The Secretary, President, and Advisor must unanimously approve all publications, shirts, flyers, and other forms of advertising/marketing prior to duplication and distribution. All flyers to be posted must be submitted and approved by the Student Development office.

## **Article XIII—Ratification and Empowerment**

### Section 1: Ratification

This constitution will become ratified by a 2/3 approval of the officers and active student membership of the organization.

### Section 2: Empowerment

This constitution will take effect only after it is approved by the Student Government Association and Student Development office.

## **Article XIV—Amendments**

Amendments to the constitution must be proposed in writing to the President. The amendment must then be presented to the organization during a membership meeting and should include a full explanation and/or rationale for the amendment. The amendment must be voted on at the following membership meeting. The amendment shall not take effect until approved by a 2/3 affirmative vote of the present active student members of the organization and approval of the Student Development office.

## **History of Constitution**

Created: *Original date of creation*

Revised: *Date of revision, AFTER initial recognition is given*