

**Lake-Sumter State College**  
**STUDENT CLUB/ORGANIZATION**  
**Starter Kit**

*Lake-Sumter State College encourages student participation in campus activities. Student led clubs and organizations help enrich the overall college experience. Clubs/organizations may be chartered at any time throughout the year.*

**This packet includes...**

- Student Club/Organization Request to Charter/Re-charter
  - Charter member Petition
  - Advisor Agreement
  - sample Constitution
  - Terminology Sheet

# STARTING A CLUB/ORGANIZATION

In order to charter or re-charter a student organization/club the following must be submitted to the Student Activities Coordinator for approval:

- Student Club/Organization Request to Charter/Re-charter
- Charter Member Petition
- Advisor Agreement (signed)
- Constitution (within 30 days of initial charter)

## REVIEW PROCESS

1. All charter/re-charter forms must be submitted to the Student Life Office for review.
2. The Student Life Office will distribute a copy of the charter/re-charter to the Student Government Association for review and approval.
3. If the request is approved, it will be given to the Vice President of Student Services for review.
4. Upon approval by the Vice President of Student Services, a charter authorizing the existence of the club/organization will be issued.
5. The Vice President of Student Services will advise the Long-Range Planning Committee and President's Council of the existence of the club/organization.

If the request is denied, the club/organization has the right to appeal. All charters will be kept in the club's permanent file in the Student Life Office.

## APPEALS PROCESS

1. The appeal will be made in writing to the Vice President of Student Services delineating the reason(s) for the appeal. A copy of the appeal should also be submitted to the Student Activities Coordinator
2. The Vice President of Student Services will recommend a course of action to the Student Life Office. The Student Life Office will inform the club/organization of the Vice President of Student Services decision.
3. If a club/organization chooses to appeal to the next level, they may appeal to the Student Administrative Appeals Committee. This committee will review the appeal and recommend a course of action as according to PRO 4-14 (*LSCC Administrative Procedures*).
4. All decisions of the Student Administrative Appeals Committee are final.

## GUIDELINES FOR ACTIVE CLUBS

To remain active, clubs and organizations must have an LSCC staff or faculty member as an advisor and maintain a membership of at least seven students. An *Active Club/Organization Information Sheet* must be completed and submitted each year to the Student Life Office.

## GUIDELINE FOR INACTIVE CLUBS

Clubs/Organizations will be considered inactive if their membership falls below seven active members or the group disbands. Failure to submit an annual Club/Organization Information Sheet may also result in the group being deemed inactive. Clubs/organization inactive for less than 2 years must complete a Student Club/Organization Request to Charter/Re-charter to be deemed active. If the club/organization remains inactive for 2 years or more, the group will be required to complete the entire charter process again in order to be considered active.

**STUDENT CLUB/ORGANIZATION  
Request to Charter/Re-charter**

Date Received by Student Activities Coordinator\_\_\_\_\_

Club/Group Name\_\_\_\_\_

Person(s) Chartering Club/Group

Email

Phone

FACULTY ADVISOR

Email

Phone

PURPOSE of the club/organization:

MISSION STATEMENT:

Proposed Projects/Activities for the academic year:

*The above club/organization has satisfactorily the registration requirements, and I recommend the issuance of a charter.*

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Student Life Office

Date

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Vice President of Student Services

Date



## STUDENT CLUB/ORGANIZATION

### Advisor Roles & Commitment to Student Organizations

*Student club and organization advisors must be a faculty or staff member of the college. It is the responsibility of the advisor to facilitate and assist students in the effective and efficient operations of their clubs or organizations. The role of the advisor is an important function of a clubs/organizations' success. Being an advisor requires a time commitment on the part of the faculty or staff member. It is important that the advisor communicates with their students and provides important information about programs to the Student Activities Coordinator. The relationship of the advisor to the group will vary, not only from club to club, but from time to time within the specific group. The Student Activities Coordinator is a resource for all student clubs and organizations and is willing to attend club/organization meetings and to work with the group to resolve a problem or teach new skills.*

#### **Commitment to the Group:**

- Assist the group in setting realistic goals and objectives each academic year.
- Help the organization justify its expenditures of members' time, abilities and energy.
- Be well informed about all of the plans and activities of the group.
- Be responsible for providing continuity within the group and familiar with the group's history including major changes to its program.
- Be aware of college policies and should insure compliance with the policies from the group.

#### **Commitment to Individual Members:**

- Seek to assist its members in maintaining a balance between the academic and co-curricular aspects of student life.
- Foster a spirit of inclusion in all group activities.
- Encourage members to accept responsibility for specific parts of programs and help them recognize the importance of their roles in relationship to the group.

#### **Commitment to LSSC:**

- Work with students to help them plan programs that are beneficial and consistent with the educational objectives of the college.
- Attend the organization's meetings and be present and accountable when the student group meets on campus facilities.
- Monitor the procedures followed by the organization in handling its funds and insure that all LSSC fiscal policies are followed.
- Know and understand all LSSC policies and procedures that relate to events and fiscal management of clubs and organizations at LSSC.
- Serve as a chaperone for all off-campus events and travel.

## Advisor Agreement

*A student club/organization advisor must be a permanent faculty or staff member at Lake-Sumter State College. This person assumes an advisory role in relating to the club/organization by:*

1. Having concern for the ongoing purpose of the organization and be a regular attendee at club/organizational meetings and events.
2. Informing members of acceptable and expected behavior when participating in club/organization activities.
3. Being informed of college policies and procedures and guide the club/organization in following them. These include student travel guidelines, College rules, and the handling of club/organization finances.
4. Being aware of the goals and directions of the organization and assisting members to evaluate their progress toward these goals.
5. Serving as a resource person to help resolve problems and issues
6. Approve financial transactions conducted by the club/organization.

*I have read the Advisor's Expectations and agree to do what is expected of an advisor. I understand the commitment it takes to serve as a club or organization Advisor at Lake-Sumter State College.*

\_\_\_\_\_  
Club/Organization

\_\_\_\_\_  
Advisor's Signature

\_\_\_\_\_  
Date

*I have read and understand the importance of the advisor's role and I am supportive of the faculty/staff members' commitment to this position.*

\_\_\_\_\_  
Student Life Office

\_\_\_\_\_  
Date

**(SAMPLE CONSTITUTION)**

**A. NAME**

The name of the organization shall be: \_\_\_\_\_

**B. PURPOSE OF CLUB/ORGANIZATION**

The purpose of this organization shall be: \_\_\_\_\_

**C. MEMBERSHIP**

Membership shall be open to all currently enrolled LSCC students.

**D. ADVISOR**

The advisor must be a permanent (part or full-time) faculty or staff member at Lake-Sumter Community College.

**E. OFFICERS**

The officers of the organization and their duties are as follows:

1. President: Assumes the responsibility of leadership for the organization, serves as the official spokesperson for the group and calls and presides over all meetings...
2. Vice-President: Presides over the meetings in the President's absence...
3. Secretary: Records the minutes of all official meetings and handles the group's correspondence...
4. Treasurer: Duties are dependent upon funds...

**F. ELECTIONS**

The officers shall be elected by majority vote...

**G. MEETINGS**

General club/organization meetings shall be held \_\_\_\_\_.

**H. COMMITTEES**

The club/organization may appoint standing committees as needed. (These may be such committees as publicity, special projects, etc.)...

**I. AMMENDMENTS**

Any member of the club/organization at a general meeting may propose amendments to the Constitution. The amendment(s) require a 2/3 majority vote by the active membership or of those present at the general meeting, which ever is applicable.

*This Constitution has been reviewed and accepted by the following:*

\_\_\_\_\_  
Charter President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Advisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Life Office

\_\_\_\_\_  
Date

# TERMINOLOGY

## **Membership**

Membership in all student organizations is open to all registered students without regard to race, color, religious beliefs, national origin, sex, marital status or disability. Active membership is limited to students currently enrolled at the college. Honorary membership can be given to alumni if this is addressed in the clubs constitution.

## **Club**

A club is a group of students formed for a common purpose. This purpose should benefit LSCC students, the college environment and the community. Clubs are formed to provide opportunities to meet and work with others on projects that will make each student a more productive member of society, such as service projects.

## **Organization**

An organization is a group of students formed specifically for academic purposes. These groups may organize during a portion of the year to be honored or to compete academically.

## **Records**

The organization shall attempt to record minutes and or a written summary of the business conducted at their meetings. This documentation should be shared with members at the next regularly scheduled meeting. All financial transactions must be supported by written documentation such as minutes of summaries appropriate meetings that substantiates the intent and plans of the student membership. The advisor must approve financial expenditures.

## **Hazing**

Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.

## **Constitutions**

A constitution for a chartered organization should be submitted to the Student Life Office within 30 days from the date that the initial charter is granted to the club/organization. The constitution will be kept in the organizations permanent file. The chartered organization may conduct business during the 30-day period following the approval of the initial charter. No business may be conducted after this period without a constitution on file. The Student Life Office will review all constitutions. The constitution will remain in effect until it is amended by the club/organization and will become null and void if any club/organization disbands. Clubs/organizations may request sample constitutions from the Student Life Office.