

Florida State College at Jacksonville Student Organization Charter/Re-Charter Form

Name of Student Organization: _____

Select Student Organization type:

Campus/Center of Origin:

Date Received by Student Life & Leadership: _____

Select Desired Visibility in Community (FSCJ Student Organization website):

Select the Time Commitment that would like associated with your Student Organization in Community:

Group Enrollment Type in Community:

Purpose of Organization:

Learning Outcome(s)

(e.g. "As a result of participating Kite Flying Club sponsored activities, students will learn the two kite flying techniques"):

If membership dues are assessed, please included the details here:

All parties associated with this Student Organization have reviewed the Student Organization Handbook.

The Student Organization Advisor has reviewed and signed the Advisor Agreement.

Advisor (please print)

Campus Office

Phone

E-Signature & Date

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

Student Life & Leadership Advisor E-Signature & Date

Approved: Associate Director of Student Engagement E-Signature & Date

A list of at least seven currently enrolled members must be attached when submitting this request (roster)

Please email this completed form to Student Life & Leadership at getinvolved@fscj.edu.

Student Organization Constitution Template

- A. Student Organization Name: _____
- B. The purpose of this organization shall be:

- C. Membership shall be open to all currently enrolled Florida State College at Jacksonville students.
- D. The officers of the organization and their duties are as follows:
- a. President assumes the responsibility of leadership for the organization, serves as the official spokesperson for the group, and calls and presides over all meetings.

 - b. Vice-President presides over the meetings in the President's Absence.

 - c. Secretary records the minutes of all official meetings and handles the group's correspondence.

 - d. Treasurer duties dependent upon funds.

- E. The officers shall be elected by majority vote and shall hold office from the date the charter is approved until end of summer term.
- F. The _____ (Student Organization name) shall meet _____.
- G. Dues are not required. If dues are assessed, a statement must be made in the constitution about the amount and frequency of payment.
- H. The Student Organization may appoint standing officers committees as needed. Special committees can be appointed by the President pending approval of the group.

This constitution may be amended by 2/3 vote of the active membership and the approval of the Associate Director of Student Engagement.

Student Organization President

Date adopted

Faculty Advisor

Date reviewed

Campus Student Life & Leadership Advisor

Date reviewed

Associate Director of Student Engagement

Date reviewed

Student Organization Membership Roster – Students must be currently enrolled.

1. _____
Name

FSCJ Unique Login

Phone Number

Email

5. _____
Name

FSCJ Unique Login

Phone Number

Email

2. _____
Name

FSCJ Unique Login

Phone Number

Email

6. _____
Name

FSCJ Unique Login

Phone Number

Email

3. _____
Name

FSCJ Unique Login

Phone Number

Email

7. _____
Name

FSCJ Unique Login

Phone Number

Email

4. _____
Name

FSCJ Unique Login

Phone Number

Email

8. _____
Name

FSCJ Unique Login

Phone Number

Email

9. _____
Name

FSCJ Unique Login

Phone Number

Email

Role of the Student Organization Advisor/ Advisor Agreement

A student organization advisor must be a permanent full-time or part-time employee or a currently employed adjunct faculty member.

The organization advisor assumes advisory roles in relating to the organization by:

1. Having a concern for the ongoing function of the organization. This can be easily actualized by regularly attending executive board and organizational meetings.
2. Being informed of College policies and procedures and helping the organization follow these with the assistance of the campus Student Life and Leadership/Student Engagement Coordinator.
3. Being aware of the goals and directions of the organization and to help the members evaluate their progress toward these goals, thus developing the leadership skills of the members.
4. Working in an advisory capacity with the executive board of the organization in planning and implementing the organization's business, both as a group and as individuals.
5. Being accessible and serving as a resource person for alternative solutions to problems and to help resolve problems and issues confronting the group.
6. Countersigning all withdrawals on the account in order to be informed of the financial status of the organization. This will insure that the expenditure is appropriate and valid to the purpose of the organization.
7. Requesting all College space so as to be informed of all meetings/activity requests and programs sponsored by the organization. College administration suggests that the advisor attend all meetings and events and requires such attendance if said meeting takes place after normal operating hours of the chosen campus meeting area.

The Student Life and Leadership Development Office is a resource for student organizations and for student organization advisors. Please feel free to contact us at any time. Throughout the year we try to provide a variety of leadership workshops which can be valuable to the advisor and the students. We are also willing to attend your organization's meetings to work with the organization to resolve a problem or to teach new skills. An advisor's agreement must be on file for all student organizations.

I have read the Advisor Agreement and understand what is expected of an advisor.

Organization _____

Advisor's Signature and Date _____