MANUAL OF PROCEDURE

PROCEDURE NUMBER:	4072	**PAGE** 1 of 3
PROCEDURE TITLE:	Formation of Student Organizations	
STATUTORY REFERENCE:	FLORIDA STATUTE 1001.64	
BASED ON POLICY:	IV-3 Student Organizations	
EFFECTIVE DATE:	September 15, 1999	
LAST REVISION DATE:	~~January 13, 2004~~, March 11, 2024	
LAST REVIEW DATE:	~~January 13, 2004~~, April 12, 2024	

I. PURPOSE

To provide guidelines for the formation and recognition of new student organizations.

II. PROCEDURE

A. Administrative Responsibility

The Campus Director of Student Life oversees the administration of student organizations. Guidelines are established to which an organization must adhere to in order to achieve College recognition. There shall be no membership restrictions with respect to sex, race, color, creed, national origin, religion, disability, political opinion, or affiliation.

B. Guidelines for Obtaining Recognition

1. A group of students seeking College recognition as a new student organization must register via Sharknet with the following information:
   a. An application
   b. Proposed charter and/or constitution
   c. A roster with a minimum of five members, all who must be currently enrolled students
   d. A listing of officers, including a full-time MDC employee to serve as the student organization advisor
   e. A statement of acceptance of College Policies.

2. The application must contain the proposed name, purpose, name of student organization advisor, and type of organization. All recognized student organizations must have a full-time MDC employee working on the campus that the organization is seeking approval as the official advisor on record.

3. The constitution must include a statement that the organization will not violate any applicable federal or local laws, rules and regulations including, but not limited to, state legislative provisions, State Board of Education rules, or community college rules and procedures.

4. The constitution must also include an anti-hazing statement in accordance with College Policy IV-3: Student Organizations and College Policy IV-6: Hazing Prohibited.

5. When a proposed student organization registration is determined to be satisfactory, the applicant will be notified electronically.

6. If a proposed student organization registration suggests policies, philosophies, or procedures not consistent with the best interest of the College or the students it serves, the Director of Student Life is authorized to recommend denial until such objectionable policies or philosophies have been reviewed. The Director of Student Life, or designee, will advise the student organization in question in writing of the conflict.

7. The Director of Student Life or designee may accept or reject new student organizations.

8. When a student organization application has been denied by the Director of Student Life, it may be appealed to the Dean of Students. The appeal must be submitted in writing to the Dean of Students within 5 business days of the receipt of written notice from the Director of Student Life.

9. The decision of the Dean of Students will be final on behalf of the College.

C. Prohibitions Against Hazing by Student Organizations

All organizations are prohibited from engaging in any form of hazing either on or off campus (see Procedure 4028-Hazing). Hazing means any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into, or affiliation with any organization operating under the sanction of a postsecondary institution, hereinafter referred to as "postsecondary institution organization." Such term shall include, but is not limited to, any brutality of a physical nature, such as whipping, beating, branding, forced consumption of any food, liquor, drug, or other substance, or any other forced physical activity which could adversely affect the physical health or safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual. For purposes of this section, any activity as described above upon which the initiation or admission into, or affiliation with a postsecondary institution organization is directly or indirectly conditioned shall be presumed to be a "forced" activity, the willingness of an

individual to participate in such activity notwithstanding.

1. Any hazing activity is to be reported to the Director of Student Life for investigation.

   a) The Director of Student Life will make a recommendation to the Dean of Students.

   b) An individual or organization may appeal any findings to the Dean of Students. The decision of the Dean of Students will be final on behalf of the College.

   c) Sanctions can be leveled against individuals or an organization.

2. Any organization found guilty of hazing will have its privileges revoked for a minimum of one year.

   a) Any individual charged with hazing will be subject to a disciplinary hearing by the Dean of Students in accordance with the Student Disciplinary Procedures as set forth in College Procedure 4030. Any individual found guilty of hazing will forfeit membership in all campus organizations for the duration of their enrollment at the College.

D. Fundraising

Student organizations are encouraged to fundraise. Agency Funds (Fund 6) accounts are to be established by the Director of Student life or designee to account for monies generated from fundraising by student organizations. To maintain an adequate record for internal control purposes, any money collected outside the Bursar's Office should follow Procedure 3110 – Cash Collections other than at Bursar's Office.

	04/12/2024
PRESIDENT	**DATE**