

Florida Atlantic University

Regulation 4.006

Student Government and Student Organizations

(1) PURPOSE.

(a) Student Organizations are an essential part of the Florida Atlantic University community and are an integral part of the total academic program. The presence of a diverse group of organizations is in the best interest of the University and its students. Such organizations foster valuable experiences for students that lead to significant learning and development and create a sense of belonging.

(b) Student Organizations provide a valuable service to the University community by promoting leadership development, community spirit, activism, community service, and social and cultural interaction. Student Organizations sponsor conferences, seminars, lectures, debates, cultural and social events, and fine arts programs. These activities allow FAU students to meet and interact with local, state, nationally, and internationally renowned scholars, artists, politicians, academicians and other professionals. Student Organization members spend countless volunteer hours each academic year participating in service projects for campus and community efforts.

(2) RECOGNITION.

University recognition of a Student Organization means that the Student Organization has completed the requirements for University recognition and is eligible for the privileges extended to recognized Student Organizations, outlined in section (5). University recognition, therefore, does not imply University endorsement of the activities of the Student Organization. University recognition also does not imply that the Student Organization has been granted any status as an entity or agent of the State of Florida, or Florida Atlantic University. While faculty and staff members of the University serve in advisory capacities to Student Organizations, it is presumed that students of legal adult age are adults and, therefore, make and are accountable for their decisions and behaviors as individuals and as members of the organization.

(3) DEFINITIONS.

(a) Student. As defined by the Student Code of Conduct, Florida Atlantic University Regulation 4.007.

(b) Student Organizations. The term “Student Organizations” refers to all clubs, organizations, fraternities, sororities, Student Government and all Student Government Programs.

(c) Student Involvement & Leadership. The term “Student Involvement & Leadership” shall refer to the following:

1. Office of Student Involvement & Leadership on the Boca Raton Campus.
2. Office of Student Involvement and Leadership on the Broward Campuses.

3. Office of Student Involvement and Leadership on the Jupiter Campus.
 4. Office of Student Involvement and Leadership on the Treasure Coast Campus.
- (d) Dean of Students. The term “Dean of Students” refers to any of the following persons or offices: Associate Vice President and Dean of Students, Associate Dean of Students, Assistant Dean of Students, or designee.
- (e) Campus Recreation. The term “Campus Recreation” shall refer to:
1. The Department of Campus Recreation on the Boca Raton Campus, which is responsible for overseeing the sports clubs on the Boca Raton Campus.
 2. Student Wellness Center under the Associate Dean of Students on the Broward Campuses.
 3. The Department of Recreation under the auspices of Student Involvement and Leadership on the Jupiter Campus, which is responsible for overseeing the sports clubs.
- (f) Greek Life. The Office of Greek Life shall be responsible for overseeing the social Greek letter fraternities and sororities.
- (g) Student Government. Student Government shall be the representative of all students and is encouraged to function on campus with the recognition that ultimate authority for University affairs rests with the Board of Trustees and the Administration of the University.
- (h) Senior Vice President. The term “Senior Vice President” refers to the Senior Vice President for Student Affairs or designee.
- (i) Student Officer Definition. The provisions of this regulation shall apply to:
1. All elected or appointed presidents, vice-presidents, treasurers, secretaries or other such officers of all Student Organizations.
 2. All elected or appointed Student Government positions.
- (4) STUDENT GOVERNANCE.
- (a) The Senior Vice President for Student Affairs is the designated representative of the University President in all matters pertaining to student life and governance.
- (b) The governing organization of the Student Body of Florida Atlantic University is known as the Student Government of Florida Atlantic University. Student Government shall be organized and maintained to represent the entire student body of Florida Atlantic University.
- (c) Student Government may adopt internal procedures, including a constitution, statutes, and other legislation; may establish appointed or elected officers; and may recommend employment of personnel required to carry out its functions. All Student Government internal procedures, including but not limited to all constitutions, statutes and other legislative acts, are subject to the approval of the University’s Board of Trustees prior to implementation. The University President may approve Student Government’s annual budget on behalf of the Board of Trustees. The Senior Vice President for Student Affairs may approve all other Student Government internal procedures on behalf of the Board of Trustees, other than Student Government’s constitution. Any internal procedures approved by the University President or Senior Vice President for Student Affairs shall be

consistent with law, FAU and Florida Board of Governors' policies and regulations, and the best interests of the FAU student body.

- (d) Student Government is authorized to make recommendations through the Student Government President, a member of the University Board of Trustees, concerning all University policies, regulations, and operating procedures which significantly affect students, and is authorized to nominate students to serve on University committees, councils and boards which have student membership or representation.
 - (e) Student Government shall conduct its activities in full compliance with all Federal and State of Florida Laws.
 - (f) Any elected student government official who pleads guilty, no contest, receives deferred prosecution (or similar disposition) or is convicted of a violation of felony or is found civilly liable for an act of moral turpitude will be immediately suspended from office and temporarily replaced. The University President's designee will appoint a temporary replacement if Student Government's succession process is unable to produce a replacement within ten (10) University days. If the deferred prosecution, conviction, or verdict is not lifted or overturned, and if all rights of judicial appeal have been exercised, waived, or expired, the suspension will become a permanent removal. This procedure is distinct from and in addition to the processes of the Florida Atlantic University Student Code of Conduct.
 - (g) Involvement Cap. Student Government participation is subject to the following term limitation: A student will only be allowed up to five (5) years or up to ten (10) semesters, whichever occurs first, of Student Government participation, whether continuous or not, in any officer position, elected or appointed, paid or volunteer. This cap applies to any FAU student, full or part-time, undergraduate or graduate. Partial semesters in a position counts as a full semester. Summer semesters will be exempt from this limitation provision.
 - (h) All Student Government leaders must undergo training provided by the Dean of Students or designee within 1 month of assuming office. Failure to undergo training will result in being removed from elected or appointed office.
- (5) **ACTIVITY AND SERVICE (A & S) FEES FUND MANAGEMENT.**
- (a) Purpose.
 - 1. To assure full and complete implementation of Florida law and compliance with all applicable laws, policies and regulations; and
 - 2. To facilitate effective interaction between the University staff and the Student Government in the allocation and expenditure of funds derived from Activity and Service (A & S) Fees.
 - (b) All Activity and Service Fees shall be maintained in accounts kept by the FAU Controller's Office. All contracts and purchases shall be made in accordance with University regulations and policies and all appointments and payments of personnel shall be made in accordance with University personnel and payment procedures.
 - (c) All Student Government purchases, contracts, expenditures and disbursements must be reviewed and approved by the Senior Vice President for Student Affairs.

- (d) At the end of each University fiscal year, unexpended Activity and Service Fees shall be carried over and remain in the Activity and Service Fees account for reallocation by Student Government in the subsequent fiscal year.
- (e) The authority and responsibility to determine the allocation and expenditure of A & S funds initially rests with Student Government, subject to the right of the University President to veto any allocation or expenditure. Furthermore, Student Government shall be prohibited from:
 - 1. Entering into contractual agreements not otherwise authorized;
 - 2. Deviating from laws, regulations, and procedures pertaining to budgeting, allocation and/or expenditure of public funds of the State of Florida;
 - 3. Hiring, supervising, or terminating Student Government personnel without the approval of the Senior Vice President for Student Affairs.
 - 4. Making operational decisions of non Student Government University entities.
- (f) The University Inspector General office shall make arrangements for audits of all accounts which receive and/or expend Activity and Service Fees.
- (g) Depreciation and Reserve Accounts.
 - 1. Campus Recreation and Student Union facilities will be required to establish a depreciation account for repair, replacement, and renovation of physical plant, furniture/equipment, and budgetary emergencies. A minimum annual amount and policies for these accounts will be established by Student Government statutes.
 - 2. Other Campus Recreation programs, Wellness Centers and/or Student Unions or Student Activity Centers on the Broward, Jupiter, or Treasure Coast Campus will be required to establish a depreciation account for repair, replacement, and renovation of physical plant, furniture/equipment, and budgetary emergencies. A minimum annual amount and policies for these accounts will be established by Student Government statutes.
 - 3. The Senior Vice President for Student Affairs' Office will be required to establish a University wide reserve account for A & S fees. This reserve will be utilized for cash flow needs, enrollment shortfalls, and budgetary emergencies. A minimum annual amount and policies for these accounts will be established by Student Government statutes.

(6) **PRIVILEGES OF STUDENT ORGANIZATIONS.**

Registered Student Organizations, defined as organizations formed by any group of currently enrolled students sharing a common interest and/or goal and who annually complete the registration process through the Office of Student Involvement & Leadership and who are approved by the Senior Vice President of Student Affairs, will be granted privileges that are listed in the Club and Organization Manual or program handbook provided by Student Affairs on each campus.

- (a) The privilege to use University facilities for meetings and functions (fees may apply).
- (b) The privilege to request funds from Student Government or its designated student organization.
- (c) The privilege to recruit members on campus.

- (d) The privilege to establish dues and sponsor money-raising projects.
- (e) The privilege to use the name of the University as part of the organization's name.
- (f) The privilege to invite guest speakers to campus.
- (g) The privilege to grant awards and honors to organization members.
- (h) The privilege to have a mailbox on campus and use the University's address for the organization's business.
- (i) The privilege to have an on-campus bank account.
- (j) The privilege to have other services provided by the Office of Student Development & Activities.
- (k) The privilege to use the University's name may only appear at the end of the organization's name and should be followed by the statement "a Recognized Student Organization" (i.e. Student Organization at Florida Atlantic University, a Recognized Student Organization). The University title should follow one of these forms: (1) Florida Atlantic University; or, (2) FAU.

(7) **GENERAL PROVISIONS REGARDING STUDENT ORGANIZATIONS.**

- (a) All Student Organizations are under the jurisdiction of the Office of Student Affairs. The responsibility for establishing and enforcing policy concerning organizations and activities, including the requirement that they function in accordance with their constitutions, is vested in the Office of Student Affairs. All Student Organizations are subject to the rules and regulations governing the University, including but not limited to the Student Code of Conduct, Honor Code, Alcohol and Drug policy, and all other organizational Handbooks/Manuals.
- (b) Each Registered Student Organization's purposes and activities shall comply with applicable provisions of the United States Constitution, federal laws, the Constitution of the State of Florida, state laws, rules, and policies and regulations of the Board of Governors, the Florida Atlantic University Board of Trustees, and the Florida Atlantic University Student Conduct Code, all other Student Club and Organizational Handbooks and Manuals, and the purposes set forth in the Student Body Constitution, and the constitution of the Student Organization. The Student Organization and its officers are responsible and accountable for all actions of the organization. Any violation of law, Board of Governors' rules and regulations, Florida Atlantic University Board of Trustees rules and regulations, or Florida Atlantic University regulations and policies shall be considered as offenses committed by the organization. Its officers or members shall be subject to action pursuant to the provisions of the FAU Student Conduct Code. Any violation by a Student Organization shall render the organization's recognition subject to review and possible revocation.
- (c) In accordance with the laws, rules, and regulations of the State of Florida and the Florida Atlantic University Board of Trustees, the University does not provide insurance to Student Organizations or its members.
- (d) Neither Student Organizations nor students may enter into agreements or contracts which purport to bind the University for any purpose.
- (e) The University reserves the right to register all Student Organizations and maintain current information on each registered and sponsored Student Organization, its officers or authorized representatives, its purpose and its advisor,

including social fraternities and sororities. The Office of Student Involvement & Leadership on each campus serves as the University registrant of all Student Organizations.

- (f) It is the policy of Florida Atlantic University that registered Student Organizations shall be in full compliance with all federal and state nondiscrimination and equal opportunity laws, orders and regulations. Registered Student Organizations shall not discriminate against a member or prospective member on the basis of race, color, religion, gender, sexual orientation, national origin, ancestry, age, marital status, disability, unfavorable discharge from the military or status as a disabled veteran, except if specifically exempted by law.
- (g) Each member of a registered organization must be an enrolled FAU student.

(8) **PROCEDURE FOR THE FORMATION OF A NEW STUDENT ORGANIZATION.**

- (a) Any student(s) wanting to begin a new Student Organization shall file a “Intent to Organize” form with the Office of Student Involvement & Leadership on the campus on which they wish to form.
 - 1. After submitting the completed form to the Office of Involvement & Leadership and receiving approval, the group may then hold and advertise meetings on campus. This is considered provisional status.
 - 2. The provisional status is granted for a period of six (6) weeks, during which time the group shall submit a “Petition for Registration.”
 - 3. Failure to submit a “Petition for Registration” within the appropriate deadline shall deactivate the Student Organization and the group will not be able to function as a Student Organization and may no longer hold or advertise meetings on campus.
- (b) Petition for Registration. The “Petition for Registration” shall be filed as soon as the membership of the organization is largely complete and within the six (6) week time frame from the “Intent to Organize.” The Petition for Registration shall include:
 - 1. The names, signatures and FAU student ID numbers of the two founding students.
 - 2. The names, signatures and student ID numbers of at least 10 students, including officers (depending on the specific requirements of the campus), who are members of the Student Organization.
 - 3. The Student Organization’s Constitution. All registered Student Organizations are required to have a constitution. A constitution is a document that defines the long-term purpose of the organization and the structure of the organization. The constitution should only be changed through a clearly defined amendment process. The process should include advance notice, one week discussion and more than a simple majority vote. The Office of Student Involvement & Leadership must approve all constitutional changes. See the Club & Organization Manual for a guideline for writing a constitution.
 - 4. The Student Organization’s bylaws/statutes are required. The bylaws/statutes define how an organization carries out business. The bylaws/statutes should define committee structure or other operational

aspects of the organization. When these become firmly established in practice they may be inserted in the constitution by amendment. A division of rules and procedures between the constitution and bylaws permits program, budget and committee structure to develop as the group grows.

5. The name, telephone number, and FAU email address of the Student Organization's selected advisor. The advisor must be a full-time faculty or AMP/SP staff member employed by Florida Atlantic University.
6. If the organization is affiliated with an off-campus organization, the constitution of the parent organization must also be filed.
7. When all of these documents have been submitted to and reviewed by Student Involvement & Leadership on its respective campus, the group is eligible for the privileges set out in this regulation.
8. The petitioning organization will be notified in writing by the Office of Student Involvement & Leadership of its acceptance or, in cases of denial, the reasons for denial. The petitioning organization may submit an appeal to the Dean of Students on its respective campus.

(9) **RE-REGISTRATION OF AN EXISTING STUDENT ORGANIZATION.**

Student Organizations need to annually re-register each fall semester or if changes occur to the officers and/or advisor of the Student Organization. On the third Friday of the fall semester, the Office of Student Involvement & Leadership will suspend all Student Organizations that have not re-registered. A suspended organization will not, be able to function as a Student Organization and will forfeit University privileges until re-registration is completed. This forfeiture includes, but is not limited to, receiving funds disbursed from Student Government, reserving space on campus or getting a permit to table or hang a banner. The intent of this rule is to ensure that the University has accurate contact information for each group. Student Organizations are required to comply with the following:

- (a) Complete the "Student Organization Status Report" form.
- (b) Complete the "Roster List" form with a minimum of 8 FAU student members.
- (c) This shall be considered official registration of the Student Organization.
- (d) The Student Organization is responsible for notifying the Office of Student Involvement and Leadership on its respective campus of any updates or changes in the operations of the organization.

(10) **QUALIFICATIONS FOR STUDENT LEADERS.**

- (a) All FAU students are eligible for membership in any recognized student organization at FAU, provided that membership requirements of the organization are satisfied.
- (b) Student Government and each Student Organization should take steps to ensure that candidates for student office meet the minimum eligibility requirements as stated in this regulation prior to election or appointment.
- (c) The Office of Student Involvement & Leadership and/or the Dean of Students will verify eligibility on the appointed and elected student officers of all registered Student Organizations.

- (d) Students who do not meet the eligibility requirements as outlined in this regulation will be deemed as disqualified to serve as student leaders and be required to relinquish their office immediately upon notification (subject to appeal).
- (e) The Privilege of Representing our University carries with it the obligation to set a high standard of behavior. It is, therefore, the responsibility of the University President to ensure that student representatives do not continue to represent their institution, when, due to their misconduct, such participation would reflect poorly on their respective institution. Failure to comply with the provision of this section may result in disciplinary action being taken against the student pursuant to the Florida Atlantic University Regulation 4.007: Student Code of Conduct.
- (f) To be eligible to hold elected or appointed office in any Student Organization, a student must meet University standards. These criteria are separate from and in addition to any criteria for office that a Student Organization may set for itself, and emphasize the necessary balance that should exist between academic standards and commitment to student development, as described in the University's Mission Statement. To this end, in order for a Florida Atlantic University student, either undergraduate or graduate, to be eligible to hold office/position in a registered student group or organization, a student must:
 1. Be enrolled a minimum of six (6) credit hours in the Fall semester and six (6) credit hours in the Spring semester, if an undergraduate student;
 2. Be enrolled a minimum of three (3) credit hours in the Fall semester and three (3) credit hours in the Spring semester, if a graduate student.
 3. Maintain a 2.7 or higher for cumulative and previous term institutional grade point average and be in good academic standing in their undergraduate, graduate or professional program to run and hold the Student Government positions of Student Body President, Vice President, Campus Governor and Student Court Justice.
 4. Student Body President and Vice President positions must be at least junior level students with a minimum of 30 credit hours completed at Florida Atlantic University.
 5. Maintain a 2.5 cumulative institutional grade point average and be in good academic standing as an undergraduate student.
 6. Maintain a 3.0 cumulative institutional grade point average and be in good academic standing as a graduate student, or at least the minimum grade point average required to remain in good standing with the graduate or professional program in which they are enrolled, and otherwise be in good academic standing.
 7. Be free of any financial holds to the University or receive a deferment by the end of the Drop/Add period each semester.
 8. Be free of any Student Code of Conduct sanctions unless an exemption is granted by the Dean of Students Office.
 9. Student officers must be degree seeking students, but not necessarily in a selected major.
 10. Students interested in holding offices who have not completed a full term and do not have a FAU cumulative grade point average must obtain

permission from the Office of Student Involvement and Leadership and/or the Dean of Students Office in order to be eligible. The transferring grade point average must meet the minimum qualifications to hold leadership position.

11. Students who do not otherwise meet the requirements of section 9. (f), but who have received approval from the Dean of Students to have a reduced course load, or other wavier(s) of these standards, due to a registered disability with the Office of Students with Disabilities, are eligible to hold leadership positions in student organizations as described herein.

12. Notwithstanding the other provisions of this section, students in their last semester before graduation are eligible to participate in student leadership activities if they are enrolled for the required number of credits needed for graduation that semester. This provision shall only apply for one term.

(g) Appeals. Appeals of non-eligibility decisions under the University standards must be submitted in writing to the Dean of Students Office on the appropriate campus or the Senior Vice President for Student Affairs within three (3) business days of notification of non-eligibility.

1. The appeal must state the grounds for appealing the decision.

2. A response to the student's appeal will be given within five (5) business days of notification, at which time a hearing may be scheduled before the Eligibility Appeals Board.

3. The Eligibility Appeals Board shall be comprised of two students, two faculty members, and one student affairs staff member. The student affairs staff member will be chair of the Board. The Senior Vice President for Student Affairs shall appoint this board as needed.

4. An Eligibility Appeals Board decision will be given within five (5) business days of the scheduled hearing.

5. During the appeal process a candidate, on an interim basis, may be appointed to the position in question in order to fulfill obligated duties.

6. The decision of the Eligibility Appeals Board is final.

(11) **STUDENT ORGANIZATION EVENT REGISTRATION.**

All events and activities of Student Organizations, including but not limited to those that involve the use of alcohol; contains content that may be controversial, inflammatory, pornographic, or insensitive to others; involves the expenditure of funds for a performance or service contract; requires tickets to be sold; is considered a fundraiser or charity event; involves the sale of merchandise or services; involves a ritual or ceremony; includes student travel; requires sound amplification; involves or features an individual who is recognizable in the media on a local, regional, or national level; has an ending time after 11 pm; and/or is expected to draw 100 or more attendees must be registered with the Office of Student Involvement & Leadership on their respective campus and must comply with policies and procedures set forth in all organizational or program handbooks or manuals.

(12) **UNIVERSITY REGULATIONS AND POLICIES.**

All Student Organizations at FAU must adhere to all University regulations and policies including the Regulation 4.007 Student Code of Conduct and the Office of Student Involvement and Leadership, Student Club & Organization Manuals on their respective campuses and other manuals including but not limited to Greek Life and Campus Recreation on each campus.

Any alleged violation of University Regulations and Policies by a Student Organization or its members may result in Student Code of Conduct (Regulations 4.007) sanctions. Charges against the organization or its members and may include cancellation of the organization's registration.

(13) **SUSPENSION OF A STUDENT ORGANIZATION'S REGISTRATION.**

- (a) An organization's registration may be suspended by the Office of Student Involvement and Leadership for any one of the following reasons:
 - 1. Violation of University regulations, policies and procedures and/or state, federal or local laws. In the event that Regulations 4.007 Student Code of Conduct applies in the suspension or revoked registration of a Student Organization, then Regulation 4.007 Student Code of Student will govern this process.
 - 2. Failure to pay organization debts.
 - 3. Violation of Student Code of Conduct.
 - 4. The national organization revokes the Student Organization's charter or denies affiliation.
 - 5. Non-compliance with organization registration procedures and constitution requirements.
 - 6. Falsification of any registration information.
 - 7. Violation of policies stated in the Student Club and Organization Manual and other manuals including but not limited to Campus Recreation and Greek Life.
- (b) The Office of Student Involvement and Leadership or designee will send written notice of the suspension to the Student Organization President.
- (c) The Student Organization may appeal the decision in writing to the Dean of Students within five (5) business days.
 - 1. The Dean of Students' action will be limited to a review of the basis for the Office of Student Involvement and Leadership's disposition and will not involve a de novo factual investigation.
 - 2. Notwithstanding the above, the Dean of Students may, but is not required to, direct that further facts be gathered or that additional remedial action be taken or uphold the decision of the Office of Student Involvement and Leadership or designee.
 - 3. The Dean of Students shall provide the Student Organization written notice of his/her decision. The Dean of Students' action shall constitute final agency action and there will be no further appeals within the University.

Specific Authority: Article IX of the Florida Constitution, 1001.706, 1001.74 F.S., and Board of Governors Regulations 1.001, 6.010, 6.0105 and 6.014; History-Amended 11-11-1987, 1-17-2007, 6-23-2010.