

Florida Agricultural & Mechanical University
OFFICE of STUDENT ACTIVITIES
STUDENT CLUBS & ORGANIZATIONS

Organization Name

CERTIFICATION REQUIRED DOCUMENTS

- Certification Form
- Campus Advisor/Co-Advisor Letter of Intent (Signed)
- Club And Organization Roster Release Form (place in sealed envelope)
- Officers Roster (Name/ FAMU Student ID , Contact Telephone Number , Email Address)
- Membership Roster (Minimum 15) Excluding Officers (Name/Student ID, Contact Telephone Number , Email Address)
- Current Copy of your Constitution and By-Laws
(PLEASE SEE OSA SAMPLE CONSTITUTION FOR LAYOUT)
- Signed Anti-hazing Regulation 6C3-2.028 (This form MUST be filled out and signed by every member)
- Regional Officer /National Officer listing (if applicable please see attachment)
- Calendar/Activities List
- Brief History of your Organization (Info for the OSA Web Site)
- OSA Posting Advertisement Agreement Form
- Incorporation Status Info (if applicable)
- Campus Mailbox Rental (\$35.00 Fee Please bring a Copy of Receipt)
- Off Campus Banking Policy (Please Reference to “The Fang” page 48)

PLEASE TYPE

Florida Agricultural & Mechanical University
Office of Student Activities/Union
CLUBS & ORGANIZATIONS CERTIFICATION FORM

OFFICIAL NAME _____

Academic Year: **2013-2014** Semester(s): Fall _____ Spring _____ Organization: Returning _____ New _____

Departmental (Below are the categories for Clubs and Organizations that are recognized as Departmental)

- Campus Recreation Military Law School
 Graduate Studies Approved Club/Organization (MUST have signature of College/School Dean or Designee)
 College/School Approved Club/Organization (MUST have signature of College/School Dean or Designee)

Campus Wide (Below are the categories for Clubs and Organizations that are recognized as Campus Wide)

- Greek Letter Cultural Academic Performing Arts City/County/State Club
 Political Volunteer Service Religious

CLUB/ORGANIZATION CONTACT INFORMATION

Mailing Address _____

E-Mail Address _____

Web Site _____

Purpose _____

Total Membership _____ **Undergraduate Membership** _____ **Graduate Membership** _____

OFFICERS/OR OFFICIAL REPRESENTATIVES CONTACT INFORMATION

President Name _____ **Student ID** _____

E-Mail Address _____ **Phone No.** _____

Vice President Name _____ **Student ID** _____

E-Mail Address _____ **Phone No.** _____

ADVISORS

Primary Advisor _____ **Position** _____

E-Mail Address _____ **Phone No.** _____

Secondary Advisor _____ **Position** _____

E-Mail Address _____ **Phone No.** _____

College/School Dean or Dean's Designee

Dean or Designee _____ **Title** _____

E-Mail Address _____ **Phone No.** _____

Signature _____ **Date** _____

Clubs/Organizations/Greeks Advisor/Co-Advisor Letter of Intent

As an Advisor/Co-Advisor, I agree to adhere to abide by all duties of an advisor as specified by the University. I agree to provide administrative and technical assistance, attend meetings and activities of the organization, share relevant information regarding Fang policies and procedures, insure and enforce operational practices in accordance with policies and procedures, approve all facility requests for services and usage of University facilities, and approve for all programs and projects undertaken. I also agree to provide general advice to membership as deemed necessary and appropriate, and to also guide the membership in the use of ROBERT'S RULE OF ORDER in conducting the business of the organization as applicable.

I also agree to take an active part in formulating the goals of the group. Inform the group of infractions of their bylaws, codes, standing rules, and constitution; meditate interpersonal conflicts that arise.

Advisors and Co-Advisors have three broad functions:

- 1. To serve in a supervisory and guidance capacity.**
- 2. To assist in the area of program content and purpose.**
- 3. To assist and help with the growth and development of the membership.**
- 4. To Attend All Advisor Workshop Fall/ Spring Semester.**

As an Advisor/Co-Advisor, I understand that all incidents that occur effect my organization. If an advisor elects to regulate and control activities, he/she **must be willing to accept** the duties that accompany that control. Advisors are responsible for the actions of the membership, and its sponsorship of events while in attendance at events on and off-campus. The officers, individual members, advisors and any other affiliation, as a local, city, state, regional, national or international association may be liable.

ADVISOR

I, (print) _____ (signature) _____,

_____ have read and understand the above role, duties and expectations of an advisor.

I agree to serve the (club/or organization name) _____

For the (academic year) of _____ this date _____.

CO-ADVISOR

I, (print) _____ (signature) _____,

_____ have read and understand the above role, duties and expectations of a co-advisor.

I agree to serve the (club/or organization name) _____

For the (academic year) of _____ this date _____.

CO-ADVISOR

I, (print) _____ (signature) _____,

_____ have read and understand the above role, duties and expectations of a co-advisor.

I agree to serve the (club/or organization name) _____

For the (academic year) of _____ this date _____.

PRESIDENT

As president, I have read and understand my duties and expectations for this position, and I agree to serve.

I, _____, _____, _____
(President's Name, print) (President's Signature) (Date)

CLUB AND ORGANIZATION OFFICER ROSTER/RELEASE FORM

(FAMU STUDENTS ONLY ENROLLED IN 6 OR MORE HOURS)

Club/Organization: _____

Advisor: _____

Phone: _____ E-mail _____

Co-Advisor: _____

Phone: _____ E-mail: _____

Membership Roster (add additional sheet if necessary)

Name	Student ID	Classification	Credit hours for Semester	Current GPA
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				

I acknowledge that it is my responsibility to ensure that members of my respective club/organization are meeting requirements for admission and participation in all activities.

I certify that the above names on this roster meet the eligibility requirements set by the University and assume full responsibility for their eligibility. I have drawn a line through the remaining blank numbered lines on the roster to prohibit additional names being added without my knowledge.

Advisor Signature _____ Date _____

Co- Advisor Signature _____ Date _____

CLUB AND ORGANIZATION MEMBERSHIP ROSTER/RELEASE FORM

(FAMU STUDENTS ONLY ENROLLED IN 6 OR MORE HOURS)

Club/Organization: _____

Advisor: _____

Phone: _____ E-mail _____

Co-Advisor: _____

Phone: _____ E-mail: _____

Membership Roster (add additional sheet if necessary)

Name	Student ID	Classification	Credit hours for Semester	Current GPA
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
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11.				
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19.				
20.				

I acknowledge that it is my responsibility to ensure that members of my respective club/organization are meeting requirements for admission and participation in all activities.

I certify that the above names on this roster meet the eligibility requirements set by the University and assume full responsibility for their eligibility. I have drawn a line through the remaining blank numbered lines on the roster to prohibit additional names being added without my knowledge.

Advisor Signature _____ Date _____

Co- Advisor Signature _____ Date _____



NATIONAL/REGIONAL ORGANIZATION OFFICIALS

(National Contact Person)

(Official Title)

(Mailing Address)

(Phone Number)

(National website)

(Regional Representative)

(Official Title)

(Mailing Address)

(Phone Number)

(National website)

(Alumni/Alumnae Chapter Representative)

(Official Title)

(Mailing Address)

(Phone Number)

(National website)



Anti-Hazing Agreement

Full Name (printed): _____

Year in School: Freshman Sophomore Junior Senior Graduate

Organization/Club/Chapter: _____

Semester Joined (i.e. Spring 2010): _____

New Member/Member Signature: _____ Date: _____

FAMU Regulation 2.028, Anti-hazing

(1) Florida Agricultural and Mechanical University ("University") strictly prohibits any student(s), group(s) of students, or student organization(s) affiliated with the University from engaging in any form(s) of hazing activities. Moreover, the University has zero tolerance for violation of any provisions of the Anti-hazing Regulation 2.028. "Zero tolerance" means that given the factual circumstances of the alleged violation, the charged student may be removed from University Housing and receive a penalty up to suspension or expulsion from the University.

(a) Due process protections in accordance with University Regulation 2.013 will be appropriately accorded the charged student.

(b) "Student" is given the same meaning herein as it is defined in the Student Code of Conduct, Regulation 2.012.

(c) "Engaging" is defined herein and prohibited by this Regulation as anyone who (i) perpetrates hazing activities by planning and/or executing the hazing activities; (ii) is the object of or consents to hazing activities; or (iii) observes or has knowledge of hazing activities and fails to report the incident within twenty-four (24) hours as required.

(d) This Regulation is incorporated into University Regulation 2.012.

(2) The term hazing shall include, but not be limited to, pressuring or coercing the student into violating state or federal law, any brutality of a physical nature, such as striking in any manner, whipping, beating, branding, exposure to the elements, forced consumption of food, liquor, drugs, or other substances, or other forced physical activities that would adversely affect the health or safety of the student and also includes any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contacts, forced conduct that would be demeaning or results in extreme embarrassment or any other forced activity that could adversely affect the mental health or dignity of the student. Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective. For purposes of this section, any activity as described above, or any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes, including, but not limited to, initiation or admission into or affiliation with a University sanctioned organization, shall be presumed to be hazing and a "forced activity."

(a) It shall not be a defense that the consent of the victim to participate was obtained, the conduct or activity was not part of an official University organizational event or was not otherwise sanctioned or approved by the University organization, or the conduct or activity was not done as a condition of membership to a University organization.

(3) Any student found in violation of this Regulation from conduct occurring on-campus or off-campus will be subject to appropriate sanctions by the University, which may include but is not limited to: the imposition of fines; withholding of grade(s), transcripts and/or diplomas pending payment of fines or compliance with the Student Code of Conduct, Regulation 2.012; the imposition of counseling, probation, suspension, or expulsion of said person(s) or organization(s), the rescission of certification for the University organization(s); and/or removal from University Housing.

(4) All penalties imposed by the University do not absolve the student(s), group(s) of students, or student organization(s) from any penalty imposed for violation of the criminal laws of the State of Florida, including but not limited to such criminal penalties prescribed in section 1006.63, Florida Statutes, for penalties imposed in civil proceedings or for violation of any other University Regulation(s) to which the charged student(s) may be subject.

(5) All University certified organizations are required to include in their by-laws an anti-hazing section fully incorporating this Regulation. A copy of the by-laws shall be kept on file in the Office of Student Activities. Advisors and each member of a University certified organization must attend one Fall semester and one Spring semester hazing workshop each academic year.

(6) Any person, including trustees, administrators, faculty, staff, students, members of direct support organizations, vendors, guests and volunteers having knowledge of or receiving information regarding any activity which may constitute hazing or a violation of this regulation must contact the FAMU Department of Public Safety at (850) 599-3256 or www.stophazingatfamu.com within twenty-four (24) hours of gaining such knowledge or receiving information. Any person who fails to report any activity of hazing shall be in direct violation of this regulation.

(7) It shall be expressly prohibited for any person, including trustees, administrators, faculty, staff, students, members of direct support organizations, vendors, guests and volunteers, to retaliate against a person because that person has been a victim of hazing, reported hazing, refused to participate in hazing, assisted in the investigation of hazing, or participated in the prosecution of any alleged hazing.

(8) Any person who has experienced retaliation for reporting any activity, which may constitute hazing or a violation of this regulation, shall have the right to file a retaliation complaint with the Division of Audit and Compliance within twenty-four (24) hours of becoming aware of the act of retaliation at (866) 445-4968.

Specific Authority: Article IX, Section 7(c), Florida Constitution 001.74(4), FS. Law Implemented 1001.74(10)(d), (e), 1006.60, 1006.61, 1006.62, 1006.63 FS. History--New 4-3-83, Formerly Rule 6C3-2.028, Amended 1-26-04, 5-9-12. Amended 7-15-13.

I have read all of the above FAMU Regulation, 2.028, Anti-Hazing and I understand what constitutes hazing as well as my reporting responsibilities. I am fully aware that hazing is a violation of FAMU policy and Florida law and is a serious offense. I know that such practices are unlawful, harmful and have NO place at FAMU. I willingly agree NOT to participate in any hazing activities either as a hazer or hazee, on or off campus. Hazing is not a part of my education or initiation/membership into any club or organization

I fully understand that hazing is prohibited and my participation in any hazing activities as a hazer or hazee will result in University sanctions. Such sanctions may include but are not specifically limited to, suspension, dismissal or expulsion from the University and loss of membership in the club or organization. I also fully understand that any club or organization wherein hazing activities occurred will be subject to University sanctions. Such sanctions may include but are not specifically limited to: suspension, dismissal or expulsion from the University campus.

If I become aware of or receive any information regarding any activity that may constitute hazing, I MUST contact the FAMU Department of Public Safety (Police) Department at (850) 599-3256 within 24 hours upon having knowledge of or receiving the information.

Knowing the dangers, hazards, and risks of hazing, on my behalf and that of my family, heirs, and personal representatives or administrators, I assume all risks and responsibilities surrounding any participation in hazing activities as the hazer, hazee, or an observer who failed to report the incident within twenty-four (24) hours of observing the incident of hazing, and I release, waive, forever discharge, and covenant not to sue Florida A&M University, Florida A&M University Board of Trustees, Florida Board of Governors, or the State of Florida, or its officers, agents, and employees, as a result of any harm, injury, damage, delays, claims, demands, actions, causes of action, costs, and expenses of any nature that I may have or that may accrue to me, arising out of or related to any loss, damage, or injury, including, but not limited to suffering and death, that I or any of my property may sustain while participating in any hazing activities.

I, _____ (print), have read all of the **FAMU Anti-Hazing Regulation 2.028** and I understand what constitutes hazing as well as my reporting responsibilities.

**FLORIDA A&M UNIVERSITY
OFFICE of STUDENT ACTIVITIES/UNION**

POSTING/ADVERTISEMENT AGREEMENT

The Office of Student Activities maintains a calendar of approved on-campus events/activities and general information. Bulletins boards are located throughout the campus for the use and benefit of students, faculty and staff. Information located on these boards includes on- campus events and activities, general information, academic information, and other approved on and off campus classified advertisements. The form of advertisement to be used for events and activities should be listed on required facility request proposal and/or agenda form. ALL information posted on these boards must bear the office of Student activities approval stamp.

Special Note: DO NOT POST On-campus approved information OFF CAMPUS.

DO NOT POST IN THESE AREAS

Walls in Classrooms	Elevators
Building Exterior Walls	Auditoriums
Recreational Facilities	ALL Dormitories
Any Painted Surfaces	Lighting Post
Stairwells/Hall Ways	Vending Machines
Glass Windows/Doors	*Fence/Gate Ways

Bulletins boards are located throughout the campus for the use and benefit of students, faculty and staff.

PENALTIES WILL BE ACCESSED FOR FAILURE TO AHERE TO POSTING POLICIES.

PENALTIES: 1ST offense-\$10.00; 2ND offense- \$25.00; 3RD /*final offense - \$100.00
(Penalty stays in effect for 120 days (no form of advertisement during this period))

*Fence 1st offense-\$50.00; 2nd offense - \$100.00; 3rd offense/final offense-\$150.00
(Penalty stays in effect for 240 days (no form of advertisement during this period))

ALL ADVERTISEMENT INFORMATION SHOULD BE REMOVED WITHIN 24 HRS AFTER EVENT.

I understand the policies listed on posting flyers, poster, cups, and any other form of advertisement. As the advisor and executive officer of my club /or organization we accept the responsibility of informing all members of the posting advertisement policies, rules and penalties.

Club/Organization Name

Date

Club/Organization Advisor (Signature)

Club/Organization Officer (Signature)



CLUBS & ORGANIZATION CONSTITUTION GUIDELINES

To register and maintain active status as a student club organization at Florida A&M University, the organization must submit the constitution and update as required its constitution in printed form for review and approval to the Office of Student Activities. In order to be considered for certification, the student organization constitution must comply with the following guidelines, including the sequence of the articles.

The purpose of the clubs and organization constitution is to demonstrate that requirements for certified student organizations are met and to define identifying characteristics of the organization, governance structure, and general operating parameters, processes, and guidelines. The following outline and samples are designed to summarize requirements, as well as to assist with the construction of a constitution for a certified student organization. Please note that samples are offered as a guide only and are not designed to be comprehensive of every point of each article.

Writing a Constitution

A constitution is a set of rules for your organization. A well-written constitution can be a great asset to your group. Use the sample constitution in this section to generate ideas, and then spend time writing a constitution for your student organization. It may be any length, but must cover the basic components outlined below.

An important note to nationally affiliated groups: national constitutions will not be accepted as part of the recognition process. All organizations must draft a local constitution for their group to include FAMU- specific requirements and policies for the organization. A staff member in the Office of Student Activities may assist you with this process if you have questions when drafting a local constitution.

Your constitution is only helpful if you use it!! Get into the habit of referring to it for clarification and use it as your basis for decision making. Distribute a copy to the members of the organization each year so they are familiar with the rules of the organization. Update your group's constitution annually and submit a revised copy to the Office of Student Activities.

For help writing your constitution, contact the Office of Student Activities at 599-3400.

By-Laws

By-laws may often accompany a constitution with "working rules" of the organization. If your group wants to put your common practices in writing, you will need to draft by-laws. Common topics included in by-laws are elections, committees, officer vacancies, rules of order, meeting parameters, etc. By-laws are NOT required for each organization; rather, they are an additional tool available for your organization.

Required Elements of a Constitution

The items below will be required in all clubs and organizations constitutions. Clubs and Organizations have the discretion to determine their own rules and procedures. See the attached sample constitution for ideas. The text in the Sample Constitution is a *suggestion only*, but at a minimum, the following must be included:

- Organization Name (Please see example)

NAME OF ORGANIZATION

The name of the organization must be uniquely different from any other currently certified student organization and may reflect the nature and activities of the organization. In addition, any organization abbreviations or acronyms must be formally referenced in this article. Use of “Florida A&M University” or “FAMU” as part of the organization name is prohibited. At no time should the organization refer to itself as a part of FAMU. If the organization is affiliated with a parent organization, that information must be stated in this article of the constitution.

Example: The Orange Leaders Musical Troupe a certified club at Florida A&M University.

- Purpose
- Membership Requirements, including:
 - (a) Membership Statement: Certified student clubs and organizations shall be limited to currently enrolled FAMU students. (*This is a requirement that can be found in the FANG Student Handbook*)
 - (b) No hazing or discrimination will be used as a condition of membership in this club and organization.
 - (c) This organization agrees to adhere to the University non-discrimination statement:

It is the policy of Florida A & M University that each member of the University community be permitted to work or attend class in an environment free from any form of discrimination including race, religion, color, age, handicap, disability, sex, marital status, national origin, veteran status, and sexual harassment, as prohibited by state and federal statutes. Organizations using University facilities, support or services must assure that they do not illegally discriminate in their membership with respect to race, color, religion, age, handicap, disability, sex, marital status, national origin, and veteran status.
 - (d) Revocation of Membership
 - (e) Appeal Process

- Officers, including:
 - (a) Eligibility
 - (b) Titles and Duties
- Selection of Officers, including:
 - (a) Eligibility to Vote and Hold Office
 - (b) Election Process
 - (c) Term of Office
- Officer Vacancies, including:
 - (a) Removal of Officers
 - (b) Resignation
 - (c) Filling Vacant Officer Positions
- Advisor
- Finances, including:
 - (a) **Inability to pay dues statement: No university student may be denied membership due to inability to pay dues. If a member is not able to pay dues, other arrangements will be made.**
- Posting Policy
 - (a) **University Posting Policy: All advertisements of clubs and organizations must comply with the University and Office of Student Activities Posting Policy**
 - (b) Approval
- Amendments

Sample Constitution

Orange Leaders Constitution

Items marked in bold font are required in all organization Constitutions

Article I—Organization Name

The name of this organization shall be the Orange Leaders at the Florida A&M University. The organization may also refer to itself as “OLDS.”

Article II—Purpose

(Insert your Mission Statement or Statement of Purpose here)

All activities and functions of the Orange Leaders Club shall be legal under University, local, state, and federal laws.

Article III—Membership

Section 1:

Membership Statement Membership is limited to all students who are enrolled full-time at Florida A&M University. No hazing or discrimination will be used as a condition of membership in this organization.

It is the policy of Florida A & M University that each member of the University community be permitted to work or attend class in an environment free from any form of discrimination including race, religion, color, age, handicap, disability, sex, marital status, national origin, veteran status, and sexual harassment, as prohibited by state and federal statutes. Organizations using University facilities, support or services must assure that they do not illegally discriminate in their membership with respect to race, color, religion, age, handicap, disability, sex, marital status, national origin, and veteran status.

Section 2: Revocation of Membership

Membership may be revoked without mutual agreement for non-participation, misconduct, or violations of any provisions of the Constitution. The member will be notified in writing of the possible revocation 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. Membership can only be revoked upon a 2/3 majority vote of eligible members. Revocation of membership will be valid for three (3) semesters.

Section 3: Appeal Process

Any student whose membership is revoked will have seven (7) calendar days to appeal the revocation. The appeal must be submitted in writing to the President, Secretary and Advisor, and must include any relevant information that has not already been presented. The President will then submit the appeal to the Appeals Committee. This committee consists of 3 executive board members and 4 general members. This committee will then render a decision at the next general body meeting or in seven (7) calendar days, whichever occurs first.

Article IV –

Officers Section 1:

Eligibility

All officers of the Orange Leaders Club shall be full time students at Florida A&M University and possess at least a 2.0 grade point average.

Section 2: Titles and Duties

The offices of this organization shall include a President, Vice President, Secretary, and Treasurer. No officer will be permitted to hold more than one officer position. All officers shall retain voting rights, however, the President shall only vote in the case of a tie. Any officer may be re-elected however not for more than two consecutive terms.

Officers cannot reappoint themselves for a second term they must be re-elected as described in Article V.

The President shall:

- Supervise the activities of the organization.
- Preside over all meetings and call all meetings to order.
- Be one of three signers on financial documents.
- Coordinate all conferences.
- Ensure all officers are performing their duties as defined in this Constitution.
- Assign special projects to officers.
- Be familiar with Robert's Rules of Order to conduct meetings.

The Vice President shall:

- Assist the President in his/her duties
- Assumes the President's responsibilities in his/her absence.
- Keep accurate records of all meetings in the Secretary's absence.
- Plan and be responsible for all retreats and training of the organization.
- Perform an audit of all financial transactions of the organization twice a year.
- Assist in special projects as assigned by the President.

The Secretary shall:

- Notify members of meetings via e-mail and/or telephone at least 48 hours in advance.
- Keep accurate records of all meetings.
- Maintain accurate list of members and their contact information.
- Perform a verbal roll call of all members and maintain an attendance record. • Prepare ballots for elections.
- Keep copy of constitution and have available for members
- Assist in special projects as assigned by the President.

The Treasurer shall:

- Keep an accurate account of all funds received and expended.
- Be one of three signers on financial documents.
- Be responsible for collecting dues and notifying members who are delinquent in their payments.
- Be responsible for creating budget reports at the beginning of each Fall and Spring semester and as requested by the President, Vice President, and/or FSU faculty/staff advisor.
- Provide financial records sufficient to allow the Vice-President to perform audit.
- Assist in special projects as assigned by the President.

Article V—Selection of Officers

Section 1: Eligibility to Vote and Hold Office

Ability to vote will be limited to all students who are active members in good standing. Only active voting members who meet the requirements stated in Article IV, Section 1 are eligible to hold offices.

Section 2: Nomination Process

The nomination of officers shall occur at the first meeting held in November. Any eligible member (as defined in Article III Section 1) present may nominate someone or themselves for office by verbally nominating the individual during this procedure. However, the nominee must be considered an eligible member (as defined in Article III Section 1). Absentee ballots and proxy ballots are not permitted in the nomination or election process.

Section 3: Election Process

The election of officers shall occur at the second meeting held in November. The nominated candidates will be given a chance to address the organization to discuss his/her qualifications and reasons why they should be selected. Once each candidate has had the opportunity to speak, all eligible members (as defined in Article III Section 1) present will have the opportunity to vote by secret ballot. The faculty/staff advisor and current highest-ranking officer not running for office will tabulate all votes. The highest-

ranking officer not running for office shall announce the officer with a simple majority of votes cast by eligible members. After announcing the new officer the highest-ranking officer not running for office shall ask if any eligible members contest the count. If no eligible member contests the count the new officer shall take office immediately. If an eligible member contests the count the faculty/staff advisor and the highest-ranking officer not running for office will recount all votes. In the event of a tie, the President shall cast the deciding vote for office unless he/she is running for the said office. In that case, the next highest-ranking officer shall make the deciding vote.

Section 4: Term of Office

The length of office shall be no longer than one calendar year. Newly elected officers shall take office immediately after the announcement at the second scheduled meeting in November and their term will end at the second scheduled meeting the following November once new officers are announced.

Article VI—Officer Vacancies

Section 1: Removal of Officers

Any officer may be removed from office upon a 2/3 majority vote of eligible members. The officer will be notified in writing of the possible termination or 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.

Section 2: Resignation

Officers no longer wishing to serve on the board must submit their resignation to the President at least two (2) weeks in advance. Prior to the officers 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 is removed or resigns, the nomination process as stated in Article V Section 2 will take place at the next scheduled meeting. The election process will take place as stated in Article V Section 3 at the next scheduled meeting following nomination. The newly elected officers term shall end at the annual election scheduled in November.

Article VII—Advisor

Section 1: Nomination and Role

Each registered student organization must have a full time faculty advisor. The faculty advisor must be a full-time faculty or staff member employed at FAMU for a minimum three years. The faculty advisor shall serve as a resource person and provide advisory support for the officers and members of the organization. The faculty advisor should attend executive and general meetings of the organization. The selection method, term, duties, responsibilities, and process of replacement of the advisor must be clearly stated.

Sample: The faculty advisor shall serve as a resource person and provide advisory support for the officers and members of the organization. The faculty advisor should attend executive and general meetings; however, the faculty advisor may not vote in any Orange Leaders matters. The faculty advisor shall be nominated by the officers and confirmed by a majority vote of the members.

Section 2: 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 2/3 majority vote of eligible 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 14 calendar days.

Article VIII—FinancesSection 1: Membership Dues

Membership dues shall be twenty (20) dollars per year or fifteen (15) dollars per semester. Membership dues will be collected at the first meeting of the Fall and Spring Semester. No membership dues will be collected during Summer terms. **No university student may be denied membership due to inability to pay dues. If a member is not able to pay dues, other arrangements will be made.**

Section 2: Spending Organization's Money

For the protection of the organization and its officers it is required that two authorized signatures sign all monetary transactions. Only the President, Treasurer, and FAMU Faculty/Staff Advisor can be signers on the organization's account. Organizational funds may be spent on items such as office supplies, events/activities, publicity, travel expenses, conference fees, etc., but will not be used for anything illegal under University, local, state, and federal laws.

Section 3: Officer Transition

It shall be the responsibility of all account signers to exchange contact information as well as assist in the update of new account signatures after each election with the organization's financial institution. In addition, the Treasurer will be responsible to pass along all information from previous year's budget and current budget.

Section 4: Dissolution of Organization

In the event that the organization ceases to exist, any funds remaining in the organization's account shall be donated to the organization's charity—"Relay for Life."

Article IX—Publications

Section 1: Posting Compliance

All advertisements of clubs and organizations must comply with the University Posting Policy

Section 2: Approval

The Secretary and President must approve all publications, shirts, flyers, etc. prior to duplication and distribution.

Article XI—Amendments

Amendments to the constitution must be proposed in writing to the President. The amendment must then be presented to the organization during a scheduled meeting and should include a full explanation and/or rationale for the amendment. The amendment must be voted on at the next scheduled meeting. The amendment shall not take effect until approved by a 2/3 majority vote of eligible members of the organization.

History of Constitution

Created: 7th day of August in the year 2009

Revised: 1 day of October in the year 2011

Revised: 1 day of July in the year 2013