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# STUDENT ORGANIZATION HANDBOOK

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BY THE FAMU COLLEGE OF LAW  
OFFICE OF STUDENT AFFAIRS

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**TABLE OF CONTENTS**

**Introduction .....3**

**A. Student Bar Association ..... 3**

**B. Organization Constitutions ..... 3**

**C. Office Space ..... 4**

**Finances (A&S Funds) ..... 4**

**A. Flow of Processing ..... 4**

**B. Examples of Returned/Unprocessed Request Forms ..... 5**

**C. Key Words ..... 5**

**Organization Events ..... 5**

**A. Scheduling a General Meeting ..... 5**

**B. Scheduling an Event ..... 5**

**C. Posting/Distribution Policy ..... 6**

**D. Canceling an Event ..... 6**

**E. Additional Notes ..... 6**

**Appendix ..... 7**

**A. EVENT / FACILITY REQUEST INSTRUCTIONS ..... 8**

**B. STUDENT POSTING / ADVERTISEMENT AGREEMENT ..... 9**

**C. STUDENT EVENT PLANNING SHEET ..... 10**

**D. EVENT APPROVAL FORM ..... 11**

**E. EVENT DESCRIPTION/AGENDA ..... 12**

**F. INSTRUCTIONS FOR SUBMITTING ROOM RESERVATION REQUESTS ..... 13**

**G. STUDENT OFFICE SPACE AGREEMENT AND APPLICATION ..... 14**

**H. REQUIRED ELEMENTS OF A CONSTITUTION .....18**

## I. INTRODUCTION

Student organizations exist to enhance the academic mission and the social aspects of a Florida Agricultural and Mechanical University (FAMU) College of Law education. Organizations are provided opportunities to share experiences with other students of various backgrounds and to develop leadership skills. This handbook is designed to provide guidance for students who are creating a new student organization and for those who are assuming the leadership of an existing student organization. This handbook, effective January 1, 2017, supersedes all of our previously published handbooks. Please note that the policies set forth are binding for all matriculated FAMU College of Law students. As a member of an organization, you are expected to have read and understood this handbook. The FAMU College of Law reserves the right to change the policies governing student organizations at any time during the year without prior notice. Any questions concerning the contents of this handbook should be addressed to the Office of Student Affairs.

For additional information please contact the Office of Student Affairs at the College of Law. The university regulation governing student activities can also be found [HERE](#).

### A. Student Bar Association (SBA)

All recognized organizations fall under the jurisdiction of the Office of Student Affairs and the SBA. The SBA Executive Board and Assembly are elected by the student body and are responsible for assisting in the policymaking decisions that affect organizations. All organizations are required to abide by all policies and decisions of SBA and the administration.

All recognized student organizations shall follow the procedures and guidelines as set forth in the Student Handbook and the regulations of the University. For information about recognized student organizations, contact your Student Bar Association Leadership or the Office of Student Affairs.

### B. Organization Constitutions

In addition to adhering to policies and procedures set forth by the College of Law Administration and the SBA, each organization is bound to abide by its own constitution. The constitution defines the organization's purpose and provides an outline of the operational procedures and methods of transition from one academic year to the next. Each year the elected officials for the organization should carefully review the constitution and, if necessary, submit changes to reflect the organization's growth. Copies of all constitutions should be submitted to the Office of Student Affairs. In the event an organization would like a copy of their constitution an officer of that organization can request a copy from the Office of Student Affairs.

This constitution must be approved by a member of the Office of Student Affairs. Any organization that falls under a larger national, regional, or state organization must submit the constitution for that Organization in addition to their chapter by-laws.

Student Organizations may choose to be affiliated with a local/state/national organization, such as a charity, faith community, or political party. The student organization must state the name and nature of the affiliation, and provide a contact during the organization registration and/or renewal process. The campus organization must obtain in writing a statement from the parent organization that the Florida Agricultural and Mechanical University chapter has permission to

use the name and represent the organization. Control of the student organization must reside with the students, with all the operating decisions made by the students.

Recognition may be granted to local chapters of national or regional organizations provided the national or regional organization does not deny membership on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability. This affiliation must be disclosed during recognition renewal and a constitution and bylaws of affiliated organization must be on file with Office of Student Affairs.

### C. Office Space

Currently, office space is provided to certified, registered and approved student organizations on a “first approved; first selected” basis by the student affairs staff. If there are enough office spaces available all organizations that have been certified, registered and approved for three-hundred and sixty-six days (366) will be provided an office assignment; however, organizations that have not been certified, registered and approved for the same time will not be eligible for office assignments.

Only the president of that organization is given a key to that office and it is their responsibility to ensure that the office is maintained and determining who is given access. Student organizations should not attempt to hold meetings in this office; however, student organizations can submit requests online via the EMS system for all facility needs. Each organization is responsible for maintaining its own materials and supplies.

Upon completing the mandatory recertification process and receiving a confirmation of organizational approval the president of the organization should visit the Office of Student Affairs to complete the necessary steps to request a key for their assigned office space.

## II. FINANCES

The process for submitting an A&S request must start at least 25 days from the date in which the event is taking place or the funds are needed. This will ensure that all parties involved are aware of time lines with regards to allowing each processing party enough time to complete the request as well as get the vendors their payment prior to the date of service.

If a vendor is not currently on our approved list of preferred vendors, they may be added to the system upon approval by the Director of Student Affairs or their designee. Please add an additional 5-7 business days prior to beginning the 25 day A&S approval process.

Here you will find a processing timeline for A&S requests as well as a checklist to ensure you have all the necessary information prior to submission.

### A. Flow of Processing

1. Completed requests include A&S Request form and Justification memorandum addressed to the Office of Student Affairs 25 days prior to date of event or date payment to vendor is due.
2. **A student affairs team member will request a quote from our preferred vendor immediately and depending on the vendor additional information may be needed.** *While it is not expected to take 5 days*

*to retrieve a quote from the vendor, please note that this process could take up to 5 days depending on the request and the vendor's requirements.*

3. Documents are forwarded to a Fiscal Assistant for keying into system.
4. Email is sent to Office of Student Affairs from Fiscal Assistant once request is keyed as confirmation that request has been submitted.
5. Notification is sent to Fiscal Assistant that a Purchase Order (PO) has been created and an invoice is needed.
6. Fiscal Assistant forwards email to Office of Student Affairs informing that a PO has been created and an invoice is needed.
7. Office of Student Affairs contacts vendor to ask for a final invoice for processing of payment.
8. Once invoice is received from vendor, it's forwarded to the Fiscal Assistant for processing of final payment to vendor.

### **B. Examples of Returned/Unprocessed Request Forms**

1. A&S request forms received less than 25 days from the date services are due.
2. Vendor has already started production of materials prior to A&S form being submitted, approved and the generation of a purchase order because a student has contacted the vendor directly without prior approval and direction.
3. The amount of A&S funds in the organization's account is not enough to cover the amount requested.

### **C. Key Words**

- Quote or Estimate – indicates that a vendor has the product or service requested and lists the cost required prior to production.
- Invoice - Invoice is requested to pay the vendor for materials or services.
- Purchase Order (PO) – Created once A&S form is approved and dispatched to process payment to vendor. This happens prior to materials or services received from vendor.

### **D. Contracts**

- Students are allowed to request that a vendor be added into the procurement system, but that vendor must be approved by the Director of Student Affairs before processing may begin. In addition, if there is a preferred vendor that provides the same service then a justification for the request must be provided and a determination will be made by the Director of Student Affairs or his designee.
- Any student who attempts to negotiate with a vendor or enter into a contractual obligation may be billed personally for those services because no student is authorized to negotiate or agree to contractual terms on behalf of the University.
- The Director of Student Affairs or his designee is the only person at the College of Law that is allowed to discuss contractual obligations or to negotiate with vendors on behalf of student organizations. However, those contracts must be processed and finalized through the University, so the processing time is lengthy and this process must begin at least two months before the date of the event.

### III. ORGANIZATION EVENTS

An event checklist is included in the Appendix to assist you in planning an event before meeting with the Office of Student Affairs. Regardless of the type of event, certain procedures must be followed. All events on campus must be held in compliance with the policies and procedures set forth in this manual and the university.

A recognized student organization shall secure a Facility Request/Event Approval Form from the Office of Student Affairs and properly complete the form before it can sponsor any activity. Under no circumstances will any recognized student organization be permitted to sponsor any activity that has not been properly approved by the Director of Student Affairs. Student Affairs should be consulted regarding the submission of all facility requests.

#### A. Scheduling a General Meeting

Please utilize the EMS system to reserve a room for any event to be held on the College of Law campus. There is a step-by-step guide located in the back of this handbook to assist any organization with their room reservations. If your organization has any questions or issues utilizing the online room reservation system (EMS) then they should visit the Office of Student Affairs or send an e-mail to [law.studentaffairs@famuedu](mailto:law.studentaffairs@famuedu).

#### B. Scheduling an Event

Complete a Student Organization Event Proposal Form, included in the Appendix, and submit it to the Office of Student Affairs. Next, check for available dates within the EMS system and the Office of Student Affairs before confirming a date with a guest speaker.

#### C. Posting/Distribution Policy

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 Affairs approval.**

According to the Student Handbook, “Designated bulletin boards located in the student lounge are for use by student organizations. Postings for this location must be submitted to the Director of Student Affairs for approval prior to posting. Unapproved material is subject to removal if posted.”

For more information please see the “POSTING / ADVERTISING AGREEMENT” included within this manual and the College of Law policy located in the student handbook.

#### D. Canceling an Event

If you must cancel an event for any reason, you must contact the Office of Student Affairs immediately. At least three days advance notice of cancellation is required for all events; especially those events including technology or food requests. Organizations that do not adhere to this deadline may be responsible for any charges incurred.

#### E. Additional Notes

1. The Office of Student Affairs will not grant approval for any function that is primarily violent, sexist or racist in nature. Additionally, the Office of Student Affairs will not approve any event that features alcohol or inappropriate verbal behavior.

2. If an event is found to be in violation of College of Law policies and/or the policies set forth in this manual, the Office of Student Affairs has the right to cancel the event while in progress.

3. The Office of Student Affairs may also cancel any event that has violent, sexist or racial overtones.

**NOTE: This list is not all-inclusive. As new events arise, they must be approved.**

## **APPENDIX**

The following pages will include the Office of Student Affairs approved forms. If there are any questions relating to the following forms or processes please contact the College of Law Office of Student Affairs at (407) 254-4035 or e-mail: [law.studentaffairs@famu.edu](mailto:law.studentaffairs@famu.edu).

### **I. Contents**

**A. EVENT / FACILITY REQUEST INSTRUCTIONS**

**B. STUDENT POSTING / ADVERTISEMENT AGREEMENT**

**C. STUDENT EVENT PLANNING SHEET**

**D. EVENT APPROVAL FORM**

**E. EVENT DESCRIPTION/AGENDA**

**F. INSTRUCTIONS FOR SUBMITTING ROOM RESERVATION REQUESTS**

**G. OFFICE SPACE AGREEMENT AND APPLICATION**

**H. REQUIRED ELEMENTS OF A CONSTITUTION**

## EVENT / FACILITY REQUEST INSTRUCTIONS

ALL FACILITY REQUEST/APPROVAL FORMS ARE TO BE SUBMITTED TO THE OFFICE OF STUDENT AFFAIRS  
REMINDER: PLEASE ADHERE TO EVENT TIME TABLES

**NAME:** Full name used by the organization seeking approval to utilize facilities or hold an event at the College of Law.

**ADDRESS:** Official location of the event if it is being held off campus.

**EVENT DATE:** Actual requested date of event for which facilities or approval is being requested. DO NOT use more than one form for an event that spans several consecutive days in the same month (example: May 1, 2017 for one day; May 1-4, 2017 for several consecutive days).

**EVENT TIME:** Actual time of event from start to finish. DO NOT include set-up and break-down time in this section. Time period allowed for entry to venue prior to event (preparations/set-up) MUST be worked out with the Office of Student Affairs and the Director of Facilities.

**EVENT TYPE:** Type of event dictates the type of university support required for a successful event.

**PAID EVENT:** If you plan to charge for attendance to the event must that must be approved (amount must be listed in proposal details). Should ticket price vary (by day/time), this must be included and explained.

**TICKET SALES:** Actual ticket count to be issued/or sold must be verified/approved by Office of Student Affairs before sales. Ticket verification is based on venue capacity/event type.

**ESTIMATED ATTENDANCE:** Attendance cannot exceed venue capacity, this includes all persons who may perform, and then require seating in the audience. Please estimate wisely.

**AGENDA:** A proposal / agenda is required. A determination of venue support, risk, security, and other support needed for the success of your event (meetings, seminars, forums, etc.) is required. Proposals may be brief/or detailed, but must include ALL factors that will affect the success of the event. . Proposals should include all facets of event

**SIGNATURE SECTIONS:** Appropriate signatures are required along with contact information.



## STUDENT EVENT PLANNING SHEET

**In the event that you need assistance planning your event please thoroughly complete and submit to Student Affairs, located in the Student Affairs Suite, or e-mail to [law.studentaffairs@famtu.edu](mailto:law.studentaffairs@famtu.edu).**

Student Organizer (your name) \_\_\_\_\_ Position \_\_\_\_\_

Organization \_\_\_\_\_ Telephone \_\_\_\_\_

1. Name of Event: \_\_\_\_\_ Number of Attendees: \_\_\_\_\_

2. Type of Event (e.g., lecture, panel, social, reception, networking, etc.):  
\_\_\_\_\_

3. Brief Description of Event (what event entails, purpose, and intended audience):  
\_\_\_\_\_

4. What date(s) would you like your event to take place? \_\_\_\_\_ Is this an annual event? \_\_\_\_\_

- Check the EMS System for other existing events and to avoid conflicting dates and secure space. Visit <http://168.223.105.63/virtualems/>

5. What type of space is needed (e.g., classroom, student lounge, special event room): \_\_\_\_\_

- Have you already reserved space? \_\_\_\_\_

Do you have any room set-up or audio/visual needs for this event?  
\_\_\_\_\_

6. Funding sources? **Circle One: A & S Funds, Foundation Funds, Outside Funding Source**

7. List invited speakers and their affiliation (e.g. Judge, alumni, firm rep, public interest, elected official, and faculty):  
\_\_\_\_\_  
\_\_\_\_\_

8. Are you inviting the Dean? \_\_\_\_\_ Dean's involvement: \_\_\_\_\_

9. Who will you invite (e.g., alumni, employers, students, public, etc.)? If so, which groups?  
\_\_\_\_\_  
\_\_\_\_\_

10. Coordinating with other organizations? \_\_\_\_\_ Which? \_\_\_\_\_

Type of organization (e.g., other student group, Law department, outside organization, etc.)?  
\_\_\_\_\_

11. How will you promote your event (e.g., posters, E-signs, calendar, etc.)? \_\_\_\_\_

12. Ordering Food? \_\_\_\_\_ Type/Quantity? \_\_\_\_\_ Funding source for the food? \_\_\_\_\_

- Type of catering (e.g., in-house, student pick-up program, delivery, etc.)?  
\_\_\_\_\_

13. Our organization will... inform Student Affairs of any major developments. (Initial \_\_\_\_\_)

## EVENT APPROVAL FORM

\*\*\* ALL STUDENT ORGANIZATIONS MUST BE OFFICIALLY REGISTERED \*\*\*  
(Form must be received by the Office of Student Affairs in accordance with REQUIRED RULES)

### SECTION I – GENERAL INFORMATION

ORGANIZATION/AREA/AGENCY NAME (Print): _____
OUTSIDE ORGANIZATION: ____ YES ____ NO (If yes, no social events will be approved)
TYPE OF EVENT: _____
PROPOSED CAMPUS EVENT DATE: _____ TIME: From _____ am/pm - To _____ am/pm

### SECTION II – TYPE OF EVENT

TYPE OF EVENT (Attach Agenda/or Proposal as appropriate): _____	
PAID EVENT: _____ YES _____ NO	Estimated Attendance _____
TICKET SALES: Beginning No. _____	Ending No. _____
FACILITIES NEEDS (Tables, Chairs, Mics, etc.): _____	
How many? _____	
ORGANIZATION PRESIDENT (Print): _____	Signature: _____
EVENT CONTACT (Print) _____	POSITION: _____
CONTACT SIGNATURE: _____	
Tele. No(s): _____	E-Mail _____

Coordinating with other organizations? _____ Which? _____
What type of space is needed (e.g., classroom, student lounge, special event room): _____
Have you already reserved space? _____
Do you have any room set-up or audio/visual needs for this event? _____
Ordering Food? _____ Type/Quantity? _____ Funding source for the food? _____
Our organization will... inform Student Affairs of any major developments. (Initial _____)

### SECTION III – APPROVAL

FACULTY ADVISOR SIGNATURE: _____
DIRECTOR OF STUDENT AFFAIRS SIGNATURE: _____
<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED



## INSTRUCTIONS FOR SUBMITTING ROOM RESERVATION REQUESTS

The process for reserving a room is now online via the College of Law’s Event Management Scheduling system or VEMS. VEMS can be launched through any standard browser by going to: <http://168.223.105.63/virtualems/>

For now, VEMS can only be accessed on the College of Law campus, therefore, room reservations can only be completed / edited and submitted while you are on campus.

### Creating a User Account

The VEMS default page is the first page you have to access before you log into or request to create a user account for VEMS. To create a user account:

1. On the VEMS default page, under “My Account”, click “Create an Account”.
2. Enter the information for your user account. Required fields are marked with a red asterisk (\*).

Please use your FAMU e-mail address to request your user account.

Once you have requested your account, your account status will be pending approval by the EMS administrator. Please allow up to 3 to 5 business days for account to be activated.

### Submitting a Room Reservation Request

To access VEMS, enter the VEMS URL listed above.

1. On the VEMS Default page, under My Account, click Log In.
  2. Under Reservations, select the appropriate room for your reservation.
    - In the When and Where (left) pane of the page, enter in the date and time details of your reservation. Keep in mind that the earliest date in which you can reserve a room will populate, that is 10 days from the current date of your reservation. If you are trying to reserve room for an event less than 10 days from the date of your event the system will not allow you.
  3. In the Setup Information section, enter your attendance and setup type for your event.
  4. Click Find Space.
    - A list of rooms that meet your search criteria and that are available for the indicated reservation time are displayed.
  5. To select the room:
    - Click the Add icon next to the room number.
    - Click the option that indicates you have read and agree to the Terms and Conditions for reserving the room, and then click Continue.
  6. Enter the Event Details and Group Details for your event.
  7. Include any attachments that you feel are relevant to your reservation.
- IMPORTANT!!! As with completing the paper forms previously, you must submit an attachment with agenda for your event as well as any event flyers. The allowed file attachment formats are .csv, .doc, .pdf, .txt, .xls, .xlsx, and .tif.
8. Once the reservation is complete click Submit Reservation.
    - Please allow 3-5 business days for your reservation to be approved. There is no need to send a follow up email regarding your request. The system automatically places your reservation request in que to the proper representative for processing.
    - Once your reservation is approved, you will receive a confirmation email with your reservation details.

### Reservations Outside of 10-Day Minimum

For reservations that do not meet the 10-day minimum requirement, please utilize the Special Request Form using the same instructions give above. This form is reserved for requests for classroom reservations that do not meet the 10 day minimum. Special requests must be made at least 24 hours before your event, this does not include weekends. All reservations must be done online through EMS. No reservations will be taken over the phone or via e-mail. Additionally, there is a 1 hour time limit for each of these classrooms.

## OFFICIAL OFFICE SPACE AGREEMENT FOR STUDENTS

Student organizations are an important part of life as a law student. These organizations contribute greatly towards the educational, social, service, and cultural enrichment of the law school community. As a courtesy / privilege for the service that student organizations provide the College of Law students each organization is provided the opportunity to apply for office space. The following information is intended to educate student clubs and organizations on the process, policies and expectations that the Office of Student Affairs and the College of Law Administration have for those groups that wish to acquire office space. Our goal is to provide all qualified student clubs and organizations the opportunity to apply for office space. We realize, though, that we may not have enough space to accommodate everyone, so it is important that you thoroughly fill out this application.

### A. Eligibility

To be eligible for student office space, the club/organization must be registered and approved by the University. In addition, the group must have all updated and current rosters and recognition documents on file in the Office of Student Affairs at the College of Law by uploading them directly into iStrike. Any club/organization that loses its recognition status will not be eligible to maintain office space.

### B. Allocation Process

Any interested club/organization and all current occupants must apply to gain and/or maintain office space to the Director of Student Affairs or his designee. Clubs and organizations granted office space will be able to access and move-in to their assigned space no sooner than the first day of Fall classes if all paperwork has been completed. The privilege of an office will only be taken away if the organization is no longer a registered and certified organization.

### C. Acceptance of and Access to Office Space

I acknowledge the receipt of the office space is affiliated with being president of my registered student organization and assume full responsibility for the proper use of that space until the end of this agreement. I understand that the maximum length of this agreement is one school year, however, this agreement can be terminated at any time by the Florida Agricultural and Mechanical University College of Law at any time.

Members of the designated student organization may access the office during the College of Law operating hours. The president of the organization will be the only member provided with a key; however, they may open their designated student organization office for member usage at their discretion. The College of Law security team will not open any student organization office without the permission of the Director of Student Affairs. The president of the organization must contact the Director of Student Affairs with a special request that the student organization office be opened and provide acceptable reasoning for the request. It is the president of the organization's responsibility to provide access to office space for recognized members of the organization.

### D. Office Care and Maintenance

Office space issued to members of the law school community remain the property of the Florida Agricultural and Mechanical University College of Law and must be maintained in accordance with the College of Law standards. The members of the organization will be held responsible for the cleanliness of the office space ensuring proper maintenance and safety of the space at all times. If furniture and/or other areas of the office become damaged or require maintenance, notify the Office of Student Affairs to initiate the work order. Notification in writing should be sent immediately following the first observation of the issue. Custodial staff will empty trash at least once a week from your office area. Custodial staff is not expected to clean your office space.

### E. Decorations and Inspections

Student groups are permitted to decorate the inside of the office space to make it suit the needs of the organizations and to encourage a positive environment for its members and guests. Decorations and other items displayed within the space should not create a health, safety or sanitation hazard within the space. There should be no decorations outside of the offices, including the office doors. The College of Law is a professional environment and it is imperative that we maintain the appropriate image and standard as such.

The College of Law reserves the right to inspect the office space for the purpose of maintenance, sanitation, and safety concerns. Some walkthroughs may occur in the event that the staff finds it appropriate to do so due to building and safety concerns.

### **F. Temporary Closing of Office Space**

During University breaks (Thanksgiving, Emergency Closures, Winter, Spring and Summer), when student groups will not be accessing student office space regularly, the following process should be completed in order to ensure a safe environment (groups will have access to offices during breaks according to building hours):

- Removal of all perishable property and any food items
- Unplug all electrical appliances
- Remove all trash
- Clean off all desks, chairs, cabinets, etc...
- Turn off all lights
- Shut and lock all doors

### **G. Lost or Stolen Key(s)**

Lost or stolen keys present a significant security problem. The loss or theft of key(s) must be reported promptly to the Office of Student Affairs. Replacement keys will only be provided upon the approval of the Associate Dean of Student Services and Administration and payment of applicable fees.

### **D. Required Documents**

As the president of a registered and approved student organization it is important that everything be done in the best interest of everyone within the law school community. In order to be effective as a student leader and organization, it is imperative that some information is collected and shared. Before any president will be provided an office assignment they must provide the Office of Student Affairs at the College of Law with this form completed, as well as the following:

Initial: \_\_\_\_\_ Tentative annual calendar of events

Initial: \_\_\_\_\_ Completed application

Initial: \_\_\_\_\_ List of current / active members of the organization at the College of Law

## 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 Affairs 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 upload a revised copy to the required iStrike portal. For help writing your constitution, contact the Office of Student Affairs at [law.studentaffairs@famuedu](mailto:law.studentaffairs@famuedu).

### 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)

*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.*

## Required Elements of a Constitution (continued)

(d) **Revocation of Membership**

(e) **Appeal Process**

- **Officers, including:**

(f) **Eligibility**

(g) **Titles and Duties**

- **Selection of Officers, including:**

(h) **Eligibility to Vote and Hold Office**

(i) **Election Process**

(j) **Term of Office**

- **Officer Vacancies, including:**

(k) **Removal of Officers**

(l) **Resignation**

(m) **Filling Vacant Officer Positions**

- **Advisor**
- **Finances, including:**

(n) **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**

(o) **University Posting Policy:** All advertisements of clubs and organizations must comply with the University and Office of Student Affairs Posting Policy

(p) **Approval**

- **Amendments**



Florida Agricultural and Mechanical University  
College of Law  
Office of Student Affairs  
Email: [law.studentaffairs@famuedu](mailto:law.studentaffairs@famuedu)  
Phone – (407) 254-4035