

## Regulation of Florida A&M University



### 2.030 Student Activities.

#### A. Student Organizations

##### (1) How Student Organizations Become Recognized at Florida A&M University (University).

(a) The organization should submit annually a letter of application stating its purpose and objectives to the Director of Student Activities or his/her designee. The letter should be accompanied by:

1. Three copies of the proposed constitution and by-laws.
2. A roster of the proposed officers and faculty or staff advisor. The roster must include contact information for each person listed (student ID, telephone number and FAMU/University e-mail address).
3. A Membership roster (minimum of 5 members who are officially registered students, including officers).
4. The faculty or staff advisor and co-advisor letters of intent to serve as advisors.
5. An activities list for school year.
6. A flyer agreement form.
7. A campus mailbox address.
8. A regional or national listing, if applicable.

(b) The Student Organization Committee, comprised of the Director of Student Activities or his/her designee, faculty/staff and student-at-large representatives of Student Government, will meet to consider an organization for approval or disapproval. The Committee shall be appointed by the Vice President for Student Affairs or his/her designee. After the committee meets, the organization will be notified of the results of the decision.

(c) If the organization is approved, then it is considered to be a recognized student organization. A recognized student organization is defined as an approved, registered, and/or certified student organization, college, school, division, department, area or unit of the University, honor societies, clubs, associations, and organizations.

(d) All recognized student organizations shall follow the procedures and guidelines as set

forth in the Student Handbook, the FANG, and the regulations of the University. For information about recognized student organizations, contact the Office of Student Activities. In cases of conflict, the University's regulations supersede the Student Handbook.

(e) The Director of Student Activities or his/her designee may adopt additional guidelines and/or procedures governing recognized student organizations including Greek Letter recognized student organizations, provided the guidelines and/or procedures are in writing and approved by the Vice President for Student Affairs or his/her designee. The organizations should be properly notified of the guidelines and/or procedures prior to implementation.

(f) All University recognized student organizations are required to include in their by-laws an anti-hazing section and a section fully incorporating Regulation 2.028. A copy of the by-laws shall be kept on file in the Office of Student Activities. Advisors and each member of a University recognized student organization must attend one Fall semester and one Spring semester hazing workshop each academic year.

(g) The University will require all recognized student organizations to execute disclaimer forms which relieve the University of responsibility for acts committed by recognized student organizations, which might result in personal injuries or damages sustained or alleged by a complaining party.

(h) The Vice President for Student Affairs or his/her designee may summarily suspend the intake period of a recognized student organizations if they believe any provision of the University Student Code of Conduct, Regulation 2.012, Anti-Hazing Regulation 2.028, state, or federal laws have been violated.

(i) If a previously recognized student organization fails to timely submit its annual letter of application, it loses its privileges as a recognized student organization, to include being able to reserve space or host events on campus as well as apply for funding through student government, until such time the student organization submits its annual letter of application and is formally approved.

## (2) Role of the Faculty or Staff Advisor.

(a) Every recognized student organization must have a faculty or staff advisor whose purpose is to assist the recognized student organization in providing an educational experience for the individual members and the University as a whole.

(b) All advisors must be in good standing with the University and must have been employed at the University for at least one year. The responsibilities of the advisor shall, without limitation, be to:

1. Provide counseling, leadership and direction regarding the interpretation of University policy and the mission of the recognized student

organization.

2. Ensure the recognized student organization's adherence to University policies and guidelines.
3. Ensure the membership eligibility of each student is in accordance with the requirements of the recognized student organization.
4. Assist the recognized student organization with the formulation and implementation of all academic, service and social activities.
5. Ensure the members of the recognized student organization are made aware of regulations, policies, procedures, goals and objectives of the University.
6. Report infractions of University rules, regulations, policies or procedures to the Director of Student Activities or his/her designee. The advisor has the right to place the recognized student organization on inactive status for violating the recognized student organization's internal rules for no more than thirty (30) days. Timeframes exceeding (30) days should be in consultation with the Office of Student Activities. Inactive status means that the recognized student organization will cease and desist all operations.
7. Attend all meetings and activities of the recognized student organizations that are directly related to membership and/or conducting annual elections.
8. Attend any event on campus where the anticipated audience is more than 50 guests.

(c) The advisor's foremost concern is their relationship to the student, the development of the student's self-awareness, and the increase in the student's maturity as they make decisions or assume responsibility.

(d) The advisor must be willing and free to express his ideas and attitude and always governed by a respect for the individuality of the student. The student is under equal obligation to respect the advisor's individuality.

(e) Advisors to recognized student organizations are to be selected by student groups and/or appointed by the Director of Student Activities or his/her designee. The Vice President for Student Affairs or his/her designee may remove any advisor when it is in the best interest of the University.

(f) The Director of Student Activities or his/her designee may institute additional guidelines and/or procedures governing advisors provided the guidelines and/or procedures are in writing and approved by the Vice President for Student Affairs or

his/her designee. All advisors must be properly notified of the guidelines and/or procedures prior to implementation.

(g) University advisors of Greek Letter organizations must be selected from among faculty, administrators, and professional staff at FAMU, and they must have been employed by the University for at least one year. Any exceptions must be in writing, demonstrate extenuating circumstances, and be approved by the Vice President for Student Affairs or his/her designee.

(4) Organization Intake Process/Membership. The Director of Student Activities or his/her designee in consultation with the Panhellenic Council will determine the beginning and ending dates for the intake period which shall not exceed a total of twenty-eight days.

(a) Any student is eligible to join an Office of Student Activities (OSA) recognized student organization that requires a recruitment, audition, and/or selection process by earning 12 hours of credit after their high school graduation and a minimum of 2.5 grade point average.

(b) The names of all persons and their grade point averages must be submitted to the Director of Student Activities or his/her designee, seven (7) days before the intake process takes place.

(c) Recognized student organizations requesting grade averages of students from the Office of the University Registrar must adhere to the Federal Education Rights and Privacy Act (FERPA) and Section 1002.225, Florida Statutes, and must complete a form so designated by the Director of Student Activities or his/her designee on which an interested student grants his/her permission for the recognized student organization to secure the designated information. The information is processed in a format that contains each student's name and student ID number assigned by the University.

(d) All recognized student organizations, which have an intake process must conform to recognized student organization regulations, procedures, guidelines and standards as set forth by the University.

(e) Hazing is prohibited by State law and University regulation. Refer to Section 1006.63, Florida Statutes, and FAMU Regulation 2.028.

(f) Greek Letter Organizations - Any student may be eligible to apply for membership into a registered social and/or service Greek Letter organization when he/she has earned at least 30 semester hours of credit (after their high school graduation) and a minimum of 2.5 grade point average. Greek letter organizations are permitted to require higher academic averages than those set by the University. Acceptance into registered social and/or service Greek Letter organizations shall be in accordance with the policies and regulations of said organizations. \*Academic Greek Letter organizations are subject to the respective organization's national guidelines and the respective school/college.

(g) No student will be accepted into any Greek Letter organization until his or her grade point average has been verified from the official grade records in the Office of the University Registrar pursuant to the guidelines established under the University's policy on access to records.

(5) Recognized Student Organization Sponsored Activities

(a) A recognized student organization shall secure a Facility Request/Event Approval Form from OSA 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 OSA. OSA should be consulted regarding the submission of all facility requests.

(b) A roster of students (names, student ID numbers, local and emergency contact information) scheduled to attend out-of-town or off-campus events and a travel itinerary/agenda must be submitted to the Florida A&M University Police Department with a copy maintained on file with the recognized student organization's OSA approved advisor and/or appropriate Dean, Division Head in case of an emergency.

(c) Any recognized student organization sponsoring an activity is required to pay applicable fees at the rate specified by the person in charge of the respective building when applicable.

(d) No recognized student organization may sponsor money generating events, activities or functions such as auctions, raffles, gaming events, popularity contests, or related activities on the University campus without the approval of the Director of Student Activities or his/her designee.

(6) Recognized Student Organizations and Officially Registered Students Sponsored/Scheduled Events

(a) When recognized student organizations or officially registered students are scheduled to hold a University-wide convocation or program to which members of the general public may attend, a program of the proceedings is required to be submitted to the Director of Student Activities or his/her designee at least 10 days prior to the event. A Facility Request/Event Approval Form must also be executed 24 business days prior to the event.

(b) Any officially registered student may sponsor any activity during the year as long as the activity is in keeping with the objectives of the University. The student should consult with the Office of Student Activities regarding the scheduling and approval of an activity. A brief, but complete description/proposal of the activity must accompany the Facility Request/Event Approval Form at least 24 business days prior to the event.

(7) Paid Events or Activities Sponsored by Recognized Student Organizations.

(a) All recognized student organizations sponsoring paid events or activities shall be

responsible for securing, at a minimum, two (2) duly appointed Security Officers through the Florida A&M University Police Department to maintain order and tranquility in the designated facility and surrounding grounds.

(b) Additional duly appointed Security Officers may also be required depending upon the type of facility and the expected number of persons to attend. Security Officers employed or secured must be approved by Florida A&M University Police Department's Chief of Police or his/her designee.

(c) Florida A&M University Police Department's Chief of Police or his/her designee may waive the requirement for securing Security Officers if it is determined that the nature of the event or activity does not require such.

(d) Florida A&M University Police Department will maintain overall jurisdiction and control of the University campus and will provide assistance in surrounding areas to local law enforcement pursuant to respective mutual agreements.

(8) Outside Speakers. A sponsoring recognized student organization is responsible for informing the speaker that the University is not to be used as a platform for the organization of or the incitement of lawlessness or violence and for obtaining the speaker's agreement not to use the event for such purposes.

(9) Policies for Issuance and Reporting of Tickets and Finance for Paid Events and Activities Sponsored by Recognized Student Organizations. Tickets for all campus activities/events may be secured from the University Ticket Office and/or other processing agencies approved by the OSA.

(10) Officially registered students or recognized student organizations shall not hold themselves out as representatives of the University.

(11) Liability. University Recognized Student Organizations are responsible for their events and activities, as well as the actions or negligence of their respective membership.

(12) Insurance. The University does not have insurance covering the activities of recognized student organizations, and is unable to provide insurance that covers any recognized student organization or activity. Approval of a recognized student organization does not establish liability coverage by the University for that recognized student organization or activity.

(a) The University and/or the State of Florida cannot defend the activities of the recognized student organization under its present insurance coverage or defray the costs, including attorney's fees, of defending any lawsuit or claim against the recognized student organization, its officers, or members.

(13) Responsibility. The recognized student organizations and their respective individual members have both organizational and personal legal responsibility to adhere to all local, state, and federal laws, and the University and Florida Board of Governors' policies and regulations.

(14) Enforcement Responsibilities –The Vice President of Student Affairs or assigned designee may designate a committee, council or board to oversee disciplinary cases involving recognized student organizations.

(a) The Clubs and Organizations Review Board (CORB) shall have the power as designated by the Vice President for Student Affairs or the assigned designee to hear cases referred to it that emanates from recognized student organizations, social fraternities and sororities, except those involving allegations of hazing.

1. CORB shall be comprised of a cross-section of University students, faculty and staff. The Office of Judicial Affairs will oversee the operation, and advising of CORB.
2. CORB may levy reasonable fines and review any decision which may lead to suspension, expulsion or other appropriate disciplinary action.
3. Alleged incidents are reported to the Office of Judicial Affairs through an incident report form, a police report, or any form of written documentation submitted to the office.
4. Incidents can be referred for behavior that occurs both on and off campus. Any office, department, recognized student organization, or individual (faculty, staff, student, or individuals not affiliated with the University) can complete and submit an incident report form to the Office of Judicial Affairs.
5. The CORB Chairperson will review the incident report, determine the severity of the incident and identify any applicable violations.
6. The CORB Chairperson will notify the student organization's president and the faculty/staff advisor, in writing, of the alleged incident and the violations issued against the organization. This notice letter instructs the organization that it is necessary to schedule an information meeting with the CORB Chairperson within five (5) business days of the dated notification letter.
7. If the organization has not responded within five (5) business days, the hearing may be scheduled and appropriate notice will be provided to the organization's president and faculty/staff advisor. Should an organization not attend a scheduled hearing, the hearing will proceed as scheduled and a decision may be made in the organization's absence.
8. Information Meeting. The CORB information meeting is an opportunity for the Chairperson to discuss the incident, explain the discipline process to the student organization representative(s), and provide an opportunity for the organization to inspect evidence and to be made aware of the organization's due process rights.
9. Hearing. The student organization may have no more than two (2)

members as representatives during the hearing, in addition to any selected advisor. The advisor may or may not be the student organization's faculty/staff advisor. Unless otherwise specified herein, the CORB hearing shall be conducted in accordance with FAMU Regulation 2.012(27).

10. Informal Resolution. In the event a student organization charged with an offense wishes to waive, in writing, the right to a hearing, the CORB Chairperson may make a determination of facts and, if the recognized student organization is found Responsible for the offense, make a determination of sanction(s).

a. The recognized student organization's written waiver shall be obtained after being given an explanation of the violations against the organization and of its rights to a hearing.

b. The recognized student organization shall have two (2) business days from the date of signing the waiver to rescind, in writing, the waiver and request a hearing. Only the student organization's president or designee in conjunction with the faculty/staff advisor may waive the right to a hearing.

c. The CORB Chairperson may make a determination of facts and, if the recognized student organization is found responsible for the offense, make a determination of sanction(s).

d. In the absence of a rescission of waiver and after the CORB Chairperson's determination, the recognized student organization shall be informed in writing of the decision of the case within fourteen (14) business days from the date of the waiver.

e. Should the recognized student organization elect to proceed under this provision and fails to complete the process, the Dean of Students may issue an immediate cease and desist or suspension of the student organization from the University. Only the recognized student organization's president or designee in conjunction with the faculty/staff advisor may waive the right to a hearing.

11. Information pertaining to the hearing or informal resolution will be placed in the student organization's file and appropriate offices are will be notified.

12. The decisions of any committee, hearing body, or designated University official, shall be presented to the organization's president and the faculty/staff advisor, in writing, and within fourteen (14) business days following the hearing or informal resolution.

13. Appeals. Decisions of the CORB hearing panel are appealed to the Dean of Students.



a. The organization has ten (10) business days from the date of the written notification of the decision by the hearing panel to make their appeal in writing and file same with the Dean of Students.

b. The written appeal must specify the reason(s) why reconsideration should be granted and should only pertain to matters of record, procedure, testimony, and/or information presentation presented during the hearing.

c. At the conclusion of the appeals process, the decision of the Dean of Students shall be final, and the disciplinary matter shall be disposed through a final order signed by the Vice President for Student Affairs.

d. Final Order. The disciplinary matter shall be disposed through a final order signed by the Vice President for Student Affairs.

(b) Allegations involving hazing will be referred to the Special Assistant to the President for Anti-Hazing by the Judicial Affairs Office.

(15) Cease and Desist Letters. The Vice President for Student Affairs or his or her designee will send a cease and desist letter to the recognized student organization if there is an alleged CORB violation until such time that an investigation is completed. A cease and desist letter requires a recognized student organization to cease all operations. The recognized student organization will be unable to meet, have activities, select new members, elect new officers, etc. If an organization has received a cease and desist letter, the only communication from the University will be to the president on record and the advisor on record.

(16) In any case, the Vice President for Student Affairs or his or her designee reserves the right to refer any case or matter of a disciplinary nature regarding any recognized student organization including Greek letter organizations, and/or its members, to the University Judicial Affairs Office for review and/or adjudication under the University Student Code of Conduct Regulation 2.012 and/or the Anti-Hazing Regulation 2.028.

(17) Selling of Merchandise.

(a) Recognized student organizations may engage in commercial sales on campus provided the proceeds from such sales are used for organizational, charitable and philanthropic purposes. Approval for such sales must be obtained from the Director of Student Activities or his/her designee.

(b) Recognized student organizations or officially registered students seeking to sell newspapers that require vending racks must obtain approval from the Vice President for Administrative Affairs or his/her designee. The University's Permits for sale by persons or groups must be obtained from the Director of Student Activities or his/her designee.

(c) Tallahassee licensed food vendors may receive and fill specific short order food requests from students, faculty and staff members for direct delivery to campus addresses

not covered by a campus food service agreement.

(d) Permits for the on-campus sales of merchandise by officially registered students or recognized student organizations must be obtained from the Director of Student Activities or his/her designee. Other sales by non-university affiliated individuals or groups must be approved in accordance with FAMU Regulation 3.011, Commercial Solicitation.

(18) Fund Raising.

(a) Any project of a recognized student organization to raise funds from sources other than general membership must be approved by the Office of Student Activities.

(b) In cases where officially registered students or recognized student organizations wish to charge admission to any event, prior approval must be secured through the Office of Student Activities.

(c) Any off-campus organizations not officially recognized by Florida A&M University are not subject to these provisions, but should check with local, county and state authorities in order to comply with the laws governing sponsorship of activities in the community.

(19) Freedom of Assembly-Demonstration Policy.

(a) No one has the right to disrupt the operation of the University or to interfere with the rights of other members of the University Community. It is also agreed that the legal rights of students or other members of the University body, as those of any citizens, must not be abridged. This policy statement shall not be used in any way to infringe upon the legitimate freedoms of any person or group of persons, and this policy will be impartially enforced with due process afforded to all.

(b) Florida A&M University prescribes the following guidelines: demonstrations, picketing, and speeches must not be in violation of the federal, state, or local statutes, FAMU Board of Trustees, University, or Florida Board of Governors' policies, or regulations governing unlawful assemblies.

(c) Recognized student organizations, individual students, or student groups within the University may hold or conduct demonstrations and protest meetings on designated University property provided that the Director of Student Activities is notified on the proper form at least 24 hours before the demonstration or protest and that the meeting does not interfere with the orderly processes of the University.

(d) Demonstrations shall be limited to the University Quadrangle, parking lot south of the Student Union Building, Stadium parking lot, gymnasium parking lot, and west of the Student Union Building between the Student Union and Foster-Tanner Fine Arts Building. However, demonstrations must not interfere with normal operational processes of the University.

(e) If a demonstration is impeding or obstructing normal University operations, and after the demonstrators have been officially notified of this three times, the act will be considered in violation of University policy. Within a reasonable length of time, those who fail to disperse will be subject to civil as well as University disciplinary actions. Refer to FAMU Regulation 2.012.

(f) Students who participate in protest marches, protest picketing and demonstrations are hereby notified that each student is held accountable for any actions not in keeping with the policies and regulations of the University, Florida Board of Governors' regulations, state and local laws of the State of Florida.

(20) Publicity – Representatives of the University, any departmental agency, organization of the University, students, and/or recognized student organizations shall not use the name, copyright, or trademarks of Florida A&M University while engaging in any off-campus activity unless written authorization has been granted by the University's Office of Communications.

(21) Use of Campus Bulletin Boards Policy – Florida A&M University maintains a General Information Center and bulletin boards throughout the campus for the use and benefit of students, faculty and staff. Listings on the boards include information regarding campus events and activities, general information, and classified advertisements. Such listings are limited to the Quadrangle Information Center and bulletin boards and will not be displayed, for example, on trees, buildings, or road signs, except where approval has been obtained from the Office of Student Activities or from the designated person in charge of the building or grounds.

(22) Popular Concerts and Activities – Refer to University Regulation 2.025.

(23) Commercial Solicitation on Campus – Refer to University Regulation 3.011.

(24) Use of University Vehicles by Recognized Student Organizations is prohibited.

*Specific Authority 1001.74(4), FS. Law Implemented 1001.74(4)(10) FS., 6C-6.010, F.A.C. History–New 9-14-87, Amended June 29, 2006, Amended January 12, 2016.*