

## Constitution for

\_\_\_\_\_ (org name)

at the University of South Florida

Date constitution created: \_\_\_\_\_

Date constitution last reviewed (no amendments): \_\_\_\_\_

Date constitution amended: \_\_\_\_\_

Officer election month (update via dropdown): \_\_\_\_\_

### Article 1. NAME

The name of this student organization shall be:-

\_\_\_\_\_ at the University of South Florida.

(see constitution guidelines for required naming protocols)

Hereafter referred to as \_\_\_\_\_.

(student organization acronym must NOT include USF)

### Article 2. PURPOSE, GOALS, and AFFILIATION

The purpose and goals of this student organization are to:

Organization affiliation(s) with any Non-USF entities include is/are:

\_\_\_\_\_  
(\* List none, if none. Affiliations also include all national associations and/or additional constitutions. Affiliation documentation is required.)

### Article 3. MEMBERSHIP QUALIFICATIONS

#### A. Requirement for Membership

- a. Only undergraduate and graduate students currently enrolled at the University of South Florida are eligible for membership.
  - i. 100% of active membership must be USF students and open to all students.
- b. Associate members may be USF faculty, staff, or alumni and spouses and domestic partners of student members.
  - i. These associate members shall not be given the rights and privileges of active USF students including but not limited to voting rights, use of facilities, or equipment, and/or benefits from student-funded resources.

- B. Length of Term for Membership
  - a. Membership will take effect when an interested party confirms membership on the organization roster. Active membership continues for one (1) academic school year or until an individual has been removed by the organization.
  - b. Associative membership continues until either the individual withdraws or has been removed by the organization.
- C. Requirements for Continued Membership
  - a. Members are required to:
    - i. uphold the objectives, purpose of the organization, and to comply with University policies.
    - ii. be currently enrolled students.
  - b. Processes for removing members are outlined below.

#### Article 4. DUES/FEES

- A. No local dues, fees, assessments, donations, or other charges are levied for membership.

#### Article 5. QUORUM

- A. A quorum shall be composed of 50% + 1 of current, active voting members.
- B. Quorum must be present for any vote to take place on organization issues or amendments to this constitution.

#### Article 6. OFFICERS

- A. The required officer positions include: President and Treasurer and the specific duties of these Officers will be as follows.
  - a. President: shall preside over meetings, oversee organizational functions, and act as a primary University liaison.
  - b. Treasurer: shall receive, dispatch, and keep accurate records of all financial matters regarding the organization and submit the organization's annual budget to Student Government for A&S allocation (if A&S funding is requested).
- B. An Executive Board comprised of all elected officers will govern the activities of the organization.
  - a. These officers are elected to serve a one (1) academic school year term.
- C. Optional officer positions may be created by a majority vote of the Executive Board to serve the organization.
  - a. Optional officers are elected to serve a one (1) academic school year term.
  - b. The duties and titles of these offices will be created and established in the organizational bylaws.
- D. All USF students who are registered members of the organization must be allowed to run for an E-Board/Officer position regardless of college/major.

- E. Committees may be created as necessary by the President for specific events and projects not to last longer than the current officer term.
  - a. Each committee will have a chair, as appointed by the President.
  - b. Any member or officer may be selected as a committee chair.
  - c. Any number of members may be on a committee.

## Article 7. ELECTION OF OFFICERS

- A. The elections for officers for the forthcoming year will take place in the month noted at the top of this constitution.
- B. Voting Rights are limited to:
  - a. Only Active USF students in the organization have voting rights.
  - b. Non-USF students do not have voting rights.
- C. The President must notify members of the election timeline and nomination process at least two weeks prior to the elections meeting.
- D. Any student member may campaign or be nominated for any position on the Executive Board.
  - a. Nominations may be sent in advance to the President or taken during the election meeting.
- E. Nominees shall be given time to present themselves during the election meeting.
  - a. Members of the organization may ask candidates relevant questions to their position.
  - b. Discussion may occur after the questioning period.
  - c. Voting shall commence afterwards.
- F. Elections will be conducted by ballot (e.g. written, online voting, etc.) that can be documented.
  - a. The candidate for each office receiving a majority vote of members present at the elections meeting will be considered the victor.
  - b. If no candidate receives a majority vote, then there will be a run-off between the two candidates with the most votes.
    - i. The candidate who receives the most votes will be the victor.
    - ii. If a tie still remains, the highest-ranking outgoing officer not involved in the run-off will make the final decision.
  - c. No member can be elected to more than one position on the Executive Board at one time.
  - d. If a position remains unfilled after the elections process, the newly elected President will appoint a member to the position or re-assign duties to another officer.
- G. New officers take office at the first meeting of the month after which the elections take place and remain in office until the next election.
- H. In the event that a required officer position becomes vacant, an election to fill that position will automatically occur following the process outlined above.
  - a. In the event the President's position is vacated, the Vice President takes on the interim responsibilities of the President until the next annual election cycle.
  - b. All other vacant officer positions will be nominated by the membership and voted on in accordance with this article.
    - i. In this case, the victor will take office immediately following the election and will fulfill the term of the officer that is being replaced.

## Article 8. REMOVAL OF OFFICERS OR MEMBERS

- A. If an officer or member fails to maintain enrollment in the University, he/she/they shall be removed immediately.
- B. If it is believed that an officer or member fails to uphold the purpose and objectives of the organization, to meet memberships requirements, or comply with University policies, they may be removed from the organization
  - a. If it is believed that an officer fails to fulfill the duties of the office they may be removed from their officer role.
- C. Any member of the organization may exercise the options in this article for removal of officers or members. Either option must be presented at a regularly scheduled general meeting.
  - a. Option one: Submit a petition signed by at least half of the voting membership requesting the office or members removal.
    - i. The petition must be verified for validity by the organization advisor.
  - b. Option two: Provide a written rationale outlining a request a vote of 'no confidence' to the Executive Board.
    - i. The 'no confidence' written rationale must be verified for validity by the organization advisor.
- D. The officer or member in question must receive at least two written notifications.
  - a. The first notice will be at the initial submission of the petition or notice of no confidence.
  - b. The second notice will occur at the next regularly scheduled general meeting during which the grievance will be presented.
- E. The Advisor shall preside over the removal hearing.
  - a. Both sides will have the opportunity to present a case
  - b. After all arguments have been heard, a secret-ballot vote shall be conducted.
    - i. Voting Rights are limited to:
      - 1. Only Active USF students in the organization have voting rights.
      - 2. Non-USF students do not have voting rights.
    - ii. If at least two-thirds of the voting members present vote for removal, the member (from the organization) or officer (from their role) shall be removed immediately.
  - c. Removed officer positions will be filled in accordance with the article on elections.

## Article 9. ADVISOR(S)

- A. A full-time USF faculty or staff member is required to serve as Advisor to the organization.
  - a. The duties of the Advisor include meeting with organization officers, reviewing the yearly budget, signing all required paperwork and advising on issues of risk management, organization leadership, and USF policy.
  
- B. Nominations for Advisor will take place within the Executive Board.
  - a. The Executive Board will choose the Advisor by a majority vote and invite them to serve as Advisor for the academic year.
  
- C. Annually, during officer elections, the organization will vote on whether to continue the Advisor appointment or not.
  - a. The vote must be a majority of those voting in order to retain the Advisor for the next academic year.
  - b. Voting Rights are limited to:
    - i. Only Active USF students in the organization have voting rights.
    - ii. Non-USF students do not have voting rights.
  
- D. The Advisor can be removed for not carrying out the duties and expectations as defined in this document.
  - a. Any member can bring concerns to the Executive Board. Either option must be presented at a regularly scheduled general meeting.
    - i. Option one: Submit a petition signed by at least half of the voting membership requesting the advisor's removal.
      - 1. The petition must be verified for validity by the executive board.
    - ii. Option two: Provide a written rationale outlining a request a vote of 'no confidence' to the Executive Board.
      - 1. The 'no confidence' written rationale must be verified for validity by the executive board.
  - b. The Executive Board will meet with the Advisor to discuss the concerns.
    - i. After this meeting, the Executive Board will vote on whether to remove the Advisor.
    - ii. If there is a majority vote, then the Advisor will be removed.
  
- E. If an Advisor steps down, is removed, or is not re-appointed, the Executive Board will follow the process stated above to appoint a new advisor.

## Article 10. MEETINGS

- A. The President and Executive Board shall determine the time and place of General meetings by majority vote.
  - a. The Executive Board shall determine the frequency, time and place to meet for Executive Board meetings by majority vote.
  - b. Special meetings may be called upon by any Executive Board member and require at least 48-hour notice to all members.
- B. Members shall be notified with reasonable notice of the time and place before a meeting occurs.
- C. The officer transitions meeting will be held within at least 2 weeks following the election of new officers.

## Article 11. RULES OF ORDER

- A. Meetings shall be run according to Robert's Rules of Order.
- B. Robert's Rules of Order will be used in instances not covered in this constitution.

## Article 12. AMENDMENTS

- A. Amendments to the constitution shall be submitted in writing by members of this organization to the Executive Board for consideration.
- B. Written notification of the proposed amendment to all voting members must be made by mail or email, at least two weeks in advance of any vote on changes in the constitution.
- C. A two-thirds vote of members present will be required to adopt amendments.
  - a. Voting Rights are limited to:
    - i. Only Active USF students in the organization have voting rights.
    - ii. Non-USF students do not have voting rights.
- D. Amendments must be submitted to, and are subject to review and approval by, the respective campus office responsible for student organizations for where the organization will primarily function.

### Article 13. ANTI-HAZING CLAUSE

- A. This organization prohibits its members, both individually and collectively from committing any acts of hazing as defined herein:
  - a. "Hazing" as defined by §1006.63, Florida Statutes, means 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 any organization operating under the sanction of a postsecondary institution, regardless of a person's willingness to participate. "Hazing" includes, but is not limited to, pressuring or coercing the student into violating state or federal law; any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance; or other forced physical activity that could adversely affect the physical 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 contact, forced conduct that could result in extreme embarrassment, or 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.
  - b. In addition to Florida Statutes §1006.63, hazing, as defined by the USF system, also includes, but is not limited to, the forced use of alcohol; morally degrading or humiliating games and activities; physical and psychological shocks; deception; verbal abuse; personal servitude; kidnapping; deprivation of privileges granted to others in the organization by use of force or duress; and any other activities which are contrary to academic achievement, the stated purpose of the local and/or (inter)national organization, and/or the mission, policies or regulations of the USF system or applicable state law.

### Article 14. POLICY COMPLIANCE STATEMENT

- A. Each registered student organization's purposes and activities shall comply with applicable provisions of the United States Constitution, federal laws, the Constitution of the State of Florida, state laws, rules and regulations of the Board of Governors, the University of South Florida Board of Trustees, University of South Florida, and the University of South Florida Student Conduct Code, and the purposes set forth in the Student Body Constitution, and the constitution of the Student organization.
- B. The student organization and its officers are responsible and accountable for all actions of the organization.
- C. Any violation of law, Board of Governors' rules and regulations, University of South Florida Board of Trustees rules and regulations, or University of South Florida rules shall be considered as offenses committed by the organization. Its officers or members shall be subject to action pursuant to the provisions of the University of South Florida Student Conduct Code.
- D. Any violation by a student organization shall render the organization's registration subject to review and possible revocation. Benefits of registration include but are not limited to, use of university name and facilities, eligibility for activity and service fee funding, and participation in university events.



## Article 15. ACTIVITY AND SERVICE FEE AGREEMENT

- A. If this organization applies for funding through the Student Government Activity and Service funding process, this organization agrees to abide by all Student Government policies.