

Constitution of Transfer Knights

Article I – Transfer Knights

The name of this organization shall be Transfer Knights. The organization may also refer to itself as TK.

Article II – Mission and Goals

Section 1: Mission

The mission of Transfer Knights is to create a social environment for transfer students providing connections to the UCF community and to encourage their goals while learning valuable leadership and communication skills.

Section 2: Goals

Transfer Knights allows transfer students to meet each other and provide networking to the rest of the UCF community by encouraging participation, retention, and initiating programs towards graduation, and also to encourage Transfer Student to get involved socially through various events.

Section 3: Governing Authority

All activities and functions of the organization must be legal under University, local, state and federal laws. The most recent version of the Golden Rule will supersede all requirements set forth during the creation and revision of this constitution. In addition, the most recent version of Robert's Rules of Order shall be the authority over those questions which have not been specified by university regulations or this constitution. Within this constitution, a majority shall be defined as "more than 50%."

Article III – Membership

Section 1: Membership Statement

Student membership is limited to any student who is currently paying Activity and Service Fees, pays dues to the club, and is enrolled at the University of Central Florida. Affiliate membership is limited to UCF faculty, staff, alumni, and Central Florida Research Park employees. No discrimination shall be made on the basis of sex, race, age, religion, disability, national origin, marital or parental status, or veteran status. Hazing will not be used as a condition of membership in this organization. The fees required for this club will be the amount set by the Executive Board per semester fee. We are an active club for Fall/Spring semesters only. However, the Executive Board has the discretion to hold activities and/or events during the summer.

Section 2: Additional Membership Requirements

Members must attend 50% of scheduled meetings and events on the calendar schedule of a semester to be considered an active member.

Section 3: Recruitment

Recruitment shall take place at the beginning of the fall and spring semesters. Also, recruitment can take place at Transfer Orientations.

Section 4: Voting Rights

Only student members who are active and in good standing are eligible to vote. Affiliate members may not vote.

Section 5: 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 affirmative vote of officers.

Article IV – Officers

Section 1: Eligibility

Potential officers must meet the minimum eligibility requirements of active student membership (Article III, Sections 1 and 2). All officers of the organization shall possess (at the time of election and during their term) at the least the minimum requirements regarding enrollment hours, GPA, academic and disciplinary standing, and financial and disciplinary holds to serve in a leadership position, as stated in the most recent version of The Golden Rule of the University of Central Florida. Officers who do not meet these requirements during their term shall resign or be removed. Additionally, only active student members are eligible for selection to an officer position. Affiliate members may not hold office.

Section 2: Additional Officer Requirements:

All officers must maintain a 2.5 GPA and are expected to attend all meetings. The requirements of this section may be waived by a 2/3 affirmative vote of active student members, prior to nominations and elections.

Section 3: Titles and Duties

The officers of this organization shall include (in order of succession) a President, Vice President, Secretary, Treasurer, Historian, Activities Coordinator, Recruitment Director, and Social Media Coordinator. Together, these officers will serve as the Executive Board. No officer will be permitted to hold more than one officer position at a time.

The President shall:

- Supervise and coordinate the activities of the organization.
- Preside over all meetings and call all meetings to order.
- Create meeting agenda and send out to all members
- Be responsible for booking room for meetings
- Maintain communication with the Office of Student Involvement and ensure that all paperwork is current.
- Be one of three signers on financial documents.

- Be responsible for creating a budget at the beginning of each fall and spring semester, in conjunction with the Treasurer.
- Ensure that all officers are performing their duties as defined in this Constitution.
- Assign special projects to officers.
- Keep advisor informed of activities and functions of the organization.
- Be familiar with the Golden Rule regulations as they relate to student organizations and communicate them to the organization as needed.
- Provide all documents and records pertaining to their responsibilities to the newly-elected President.
- Create Director positions when necessary
- Assign special projects to officers.

The Vice President shall:

- Assist the President in his/her duties.
- Assume the President's responsibilities in his/her absence.
- Coordinate all conferences.
- Keep accurate records of all meetings in the Secretary's absence.
- Book rooms for activities and events
- Plan and be responsible for all retreats and training of the organization.
- Perform an audit of all financial transactions of the organization once per semester.
- Supervise and coordinate the activities of the Directors if applicable
- Assist in special projects assigned by the President.

The Treasurer shall:

- Keep an accurate account of all funds received and expended.
- Present a budget report of deposits and expenditures to the membership at least once per month, and as requested by the President, Vice President, or advisor.
- 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 a budget at the beginning of each fall and spring semester, in conjunction with the President.
- Provide financial records sufficient to allow the Vice President to perform audits.
- Assist in special projects as assigned by the President.
- Keep track of dues paid by every member of Transfer Knights.

The Secretary shall:

- Notify members of meetings via e-mail and/or telephone at least 48 hours in advance.
- Keep accurate minutes and records of all meetings.
- Maintain accurate list of members and their contact information.

- Take attendance of members at meetings and events.
- Document attendee's presence at meetings and update the point system after each and every event.
- Perform a verbal roll call of all members and maintain an attendance record when necessary, especially for voting purposes.
- Prepare ballots for elections.
- Check eligibility for potential officers, prior to annual elections
- Provide all documents and records pertaining to their responsibilities to the newly-elected Secretary.
- Keep copy of constitution and have available for members.
- Assist in special projects as assigned by the President or Vice President.

The Activity Coordinator Shall:

- Plan all social events affiliated/nonaffiliated with UCF.
- Coordinate potential fundraising events.
- Attend as many events as possible.
- Keep a log of attendee's at each event and turn this in to the Secretary.
- Abide to the President and Vice President's needs when called upon.

The Recruitment Director Shall:

- Create and distribute marketing materials such as flyers and table displays for Transfer Knights.
- Attend Transfer Orientations and Club Showcases.
- Hold tabling sessions and hand out marketing for club meetings and events.
- Reach out to other clubs and organizations on potential collaborations, partnerships, and promotions.

The Social Media Coordinator Shall:

- Provide all news to members through social media and advertising.
- Document all meetings and events.
- Take pictures/videos whenever necessary.
- Post marketing materials such as virtual flyers for Transfer Knights
- Manage social media for Transfer Knights
- Make documented objects (pictures, videos, etc.) available to all members in Transfer Knights.
- Keep track of points obtained through social media incentives.

Section 5: Voting Rights

All officers shall retain voting rights.

Section 6: Term of Office

The length of term of office shall be no longer than one calendar year. A full term shall be considered the beginning of the first membership meeting in April to the end of the next following first membership meeting in April of the next following calendar year.

Article V—Selection of Officers

Section 1: Announcement of Elections

The President shall, at least one meeting prior, announce the date of the upcoming nominations and elections. They shall also state the eligibility criteria (as defined in Article IV, Sections 1 and 2) and that all active student members interested in running for an office should bring written proof of eligibility to the nominations/elections meeting.

Section 2: Nomination Process

The nomination of officers shall occur each academic year at the first membership meeting held in March. Any active student member present may nominate someone or him/herself for office by verbally nominating the individual during this procedure. However, the nominee must be considered eligible for an officer position (as defined in Article IV, Sections 1 and 2). Absentee/proxy ballots are not permitted in the nomination process.

Section 3: Election Process

The election of officers shall occur at the second membership meeting held in March. The order of elections shall begin with the President and proceed in order of succession. The organization may not proceed to the election of the next officer until the current one has been resolved.

The nominated candidates for each office will be given a chance to address the organization to discuss their qualifications and reasons why they should be selected to that office. Candidates will speak to the organization in alphabetical order by last name. Once each candidate for that office has had the opportunity to speak, all active student members present will have the opportunity to vote by secret ballot. Absentee ballots and proxy ballots are not permitted in the election process.

The 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 (more than 50%) of all votes cast by active student members. If no candidate receives a majority of votes, the top two candidates will enter into a run-off election. In the event of a tie, the President shall cast a vote to break the tie, unless he/she is running for said office. In that case, the next highest-ranking officer not running for office shall cast the deciding vote.

After announcing the new officer, the highest-ranking officer not running for office shall ask if any active student member contests the count. If no active student member contests the count, the new officer shall take office as per Article V, Section 3. If an active student member contests the count, each candidate may select an active student member to supervise the recount. The advisor and highest-ranking officer not running for office will recount all votes in the presence of the selected representatives.

Section 4: Installation of Officers

Newly elected officers shall take office immediately following the first membership meeting in April and their term will end immediately following the first membership meeting the following April. Current officers should assist in the transition and training of the

officers-elect, from elections until installation. A change in officer information should be reported to the Office of Student Involvement.

Section 5: Re-election

Any officer may be re-elected; however, not for more than two consecutive terms in the same officer position. Officers cannot reappoint themselves for a subsequent term, they must be re-elected as described in Article V.

Article VI—Officer Vacancies

Section 1: Removal of Officers

Leadership may be revoked without mutual agreement for non-participation, misconduct, failure to fulfill job duties, or violations of any provisions of the Constitution. The officer will be notified in writing of the possible removal from office 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. Any officer may be removed from office upon a 2/3 affirmative vote of executive board officers.

Section 2: Resignation

Officers no longer wishing to serve on the board must submit their resignation to the highest ranking officer and advisor at least two (2) weeks in advance. Prior to the officer's 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 (besides President) is removed or resigns, the remaining officers, by majority vote, will decide if the position is to be filled. If it is to be filled, the nomination process as stated in Article V, Section 1 will take place at the next membership meeting. The election process will take place as stated in Article V, Section 2 at the next membership meeting following nomination.

If the President is removed or resigns, the Vice President will assume the role of President upon a majority confirmation of the remaining officers. If not confirmed, the position of the President will be filled as per Article VI, section 3.

The newly elected officer's term shall end at the annual installation of officers in April. A change in officer information should be reported to the Office of Student Involvement.

Article VII—Meetings

Section 1: Membership Meetings

The membership should meet at least once per month during the fall and spring semesters. Meetings are open to those defined in Article III, Section 1, and officers (except the President) and active student members are allowed one vote per motion. The quorum required to conduct business is a majority (more than 50%) of the officers and organization's active student members.

Section 2: Officer Meetings

The officers should meet at least twice per month during the fall and spring semesters. Meetings are open to those defined in Article III, Section 1, and officers (except the

President) are allowed one vote per motion. The quorum required to conduct business is a majority (more than 50%) of the officers. Unless otherwise stated in this constitution, a motion is considered passed with a majority vote.

Section 3: Calling Meetings

The President will be in charge of calling meetings and the Secretary will be responsible to notify all members and/or officers at least 48 hours in advance, by e-mail and/or telephone. A majority vote of the officers or active student members may also call a meeting.

Section 4: Meeting Procedure

The President shall use their discretion as to the manner and process in which they preside over meetings. However, the President shall follow Robert's Rules of Order in a given meeting if 2/3 of the active student members so request.

Article VIII—Advisor

Section 1: Selection

The advisor shall be selected by a majority vote of the officers and must be approved by a majority vote of active student members. To be eligible to serve as the advisor, the person must be a contracted UCF employee (faculty or A&P), as defined by Human Resources.

Section 2: Role and Authority

The advisor shall serve as a mentor to the organization-- providing guidance to the officers and members in the development and implementation of programs and activities, as well as UCF policy and procedure. Additionally, the advisor will monitor all expenditures of the organization. The advisor has no voting rights. The advisor must be willing to obtain an appropriate level of experience, resource information, and knowledge related to the mission, purpose, and activities of the organization.

Section 3: Length of Term

The advisor has no term limit as long as he/she remains a contracted UCF employee.

Section 4: 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 majority vote of active student 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 15 school days. A change in advisor information should be reported to the Office of Student Involvement.

Article IX—Finances

Section 1: Membership Dues

Membership dues shall be set by the Executive Board per semester the club is active (Fall/Spring). Membership dues will be collected at the discretion of the Treasurer during the fall and spring semesters. No membership dues will be collected during summer terms. Full or partial refunds can only be granted upon a 2/3 affirmative vote of the officers.

Section 2: Budget Approval

The Treasurer (in conjunction with the President) shall create a budget for the fall and spring semesters. The officers and active student members, by majority vote, must approve the budget within the first month of each semester. New expenditures, above \$30, not approved in the semester budget must be approved by a vote of the active student members.

Section 3: Financial Authority

For the protection of the organization and its officers, it is required that two authorized persons sign all monetary transactions. Only the President, Treasurer, and Advisor can be signers on the organization's account. The advisor must approve each expenditure before payment. Organizational funds may be spent on items such as office supplies, events and activities, publicity, travel expenses, and conference fees, but will not be used for anything illegal under University, local, state, and federal laws. All funds must be deposited within 24 business hours after collection.

Section 4: Officer Transition

It shall be the responsibility of all account signers to change contact information, as well as assist in the update of new account signatures with the organization's financial institution after each election. In addition, it is the outgoing Treasurer's responsibility to compile and present all banking documents and information about the previous and current budget to the new Treasurer.

Section 5: Dissolution of Organization

In the event that the organization ceases to exist, any funds remaining in the organization's account shall be donated to:

Save the Manatee Club

also known as: Adopt-A-Manatee

500 N Maitland Ave

Maitland, FL 32751

800-432-5646

www.savethemanatee.org

Article X—Publications and Advertising

Section 1: Compliance

All publications of the organization must comply with the Golden Rule "Advertising" and "Misuse or Infringement of University's Names or Marks" sections, Event Policies, Student Union Guidelines, and the UCF University Marketing Graphic Standards.

Section 2: Approval

The President, Vice President, and Historian must unanimously approve all publications, shirts, flyers, and other forms of advertising/marketing prior to duplication and distribution.

Article XI – Committees

Committees may be formed by a vote of officers or active student members. At the time of formation, the process for committee member selection, chair selection, and committee

and chair responsibilities must also be approved. Committees may be dissolved by a vote of officers or active student members.

Article XII—Amendments

Amendments to the constitution must be proposed in writing to the President. The amendment must then be presented to the organization during a membership meeting and should include a full explanation and/or rationale for the amendment. The amendment must be voted on at the following membership meeting. The amendment shall not take effect until approved by a 2/3 affirmative vote of active student members of the organization and approval of the Office of Student Involvement.

Article XIII—Ratification and Empowerment

Section 1: Ratification

This constitution will become ratified by a 2/3 approval of the officers and active student membership of the organization.

Section 2: Empowerment

This constitution will take effect only after it is approved by the Student Government Association and Office of Student Involvement.

Article XIV—Risk Management

Section 1: General

The organization will follow all risk management guidelines and procedures as provided by Office of Student Involvement or other university entities, in regards to organizational activities, event planning, and group travel. Additionally, officers of the organization will continually review organizational procedures in attempt to minimize any potential risks.

History of Constitution

Created: December 4, 2006

Amended: August, 2020