

CONSTITUTION OF
THE BADMINTON CLUB

Article 1 – Organization Name

The name of the organization shall be the Badminton Club.

Article 2 – Mission and Goals

Section 1: Mission

In order to promote Badminton and create awareness of the game for those in UCF and surrounding communities, the Badminton Club is hereby established.

Section 2: Goals

The goals of the Badminton Club include:

- To promote participation and instruction and foster greater interest in Badminton among UCF students, faculty, and staff.
- To provide an opportunity for training and competitive matches at UCF and also in intercollegiate and open tournaments.
- To promote and increase friendly and cordial relations between other sports clubs at UCF. The Badminton Club shall also establish good communication channels with other badminton clubs around the world.

Section 3: Governing Authority

The Executive Committee of the Badminton Club shall be the governing body of the club. 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.

Article 3 – Membership & Dues

Section 1: Membership Statement

Active membership is limited to any student who is currently paying Activity and Service Fees and is enrolled at the University of Central Florida. Active members must also fulfill additional requirements as defined in Article 3–Section 2. The affiliated membership shall include UCF faculty, staff, alumni, and research park employees. No discrimination shall be made on the basis of gender, race, age, creed, religion, disability, sexual preference, national origin, marital status, parental status, or veteran's status. No hazing or discrimination shall be used as a condition of membership in this organization. All groups, except those exempt by law, must have opportunities for male and female memberships.

Section 2: Additional Membership Requirements

Active membership of the Badminton Club shall be maintained by notification of his/her membership to the President or Secretary and payment of membership dues to the Treasurer. Failure to pay membership dues shall de-activate a member's membership status. The inactive membership may be reinstated by fulfilling the requirements of active membership.

Section 3: Recruitment

Recruitment shall take place throughout the year and membership is open at all times.

Section 4: Voting Rights

Only student members who are active and are in good standing are eligible to vote. Affiliated members are not allowed to vote or hold office. All members (active and affiliate) have the right to attend meetings and participate in the activities of the club.

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 active student members.

Article 4 – 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 5 – Officers

Section 1: Eligibility

All potential officers must be active members of the Badminton Club as defines in Article3-Section1. All officers of the organization shall possess (at the time of election and during their term) at 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 be resigned or removed. Additionally, only active student members are eligible for selection to an officer position. Affiliate members may not hold office.

Section 2: Titles and Duties

The officers of this organization shall include (in order of succession) a President, Vice President, Treasurer, and Secretary. No officer will be permitted to hold more than one officer position at a time.

The President shall:

- Act as chair or delegates the chair at the club meetings.
- Preside over all meetings and call all meetings to order.
- Supervise and co-ordinate the activities of the organization.
- Maintain active mailing list and web page for the club.
- Supervise the expenditure of all funds.
- Be one of three signers on financial documents.
- Be responsible for creating a budget at the beginning of each semester, in conjunction with the Treasurer.
- Be responsible (along with the advisor) for holding the annual elections.
- Keep advisor informed of activities and functions of the organization.
- Ensure all officers are performing their duties as defined in this constitution.
- Assign special projects to officers and appoint committee members.
- Maintain communication with the Office of Student Involvement and ensure that all paperwork is current.
- Be familiar with Robert's Rules of Order to conduct meetings.

The Vice President shall:

- Act as the President in her/his absence.
- Assist the Executive Committee in planning and arrangement of activities.
- Keep accurate records of all meetings in the Secretary's absence.
- Plan and be responsible for all retreats and training of the organization.
- Perform an audit of all financial transactions of the organization twice a year.

The Treasurer shall

- Prepare the budget for consideration of the Executive Committee.
- Be one of three signers on financial documents.
- Be responsible for all funds received and disbursed by the club and for the accounting of all bills, receipts and vouchers.
- Be responsible for collecting dues and notifying members who are delinquent in their payments.
- Prepare regular and year-end financial reports.
- Provide financial records to the Vice President for performing an audit.
- Assist the Executive Committee in planning and arrangement of activities.

The Secretary shall:

- Notify members of meetings via e-mail at least 48 hours in advance.
- Keep accurate minutes and record of each club meeting.
- Prepare the agenda for each meeting.

- Maintain accurate list of members and their contact information.
- Keep the club records including the Constitution and have them available for members.
- Assist the Executive Committee in planning and arrangement of activities.

Section 4: Voting Rights

All officers shall retain voting rights.

Section 5: Term of Office

The length of term of office shall be no longer than one calendar year.

Article 6 - Election of Officers

Section 1: Nomination process

The nomination of officers shall occur before the voting. 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 Article5-Sections1). A candidate may run for only one office. Absentee/proxy ballots are not permitted in the nomination process.

Section 2: Election Process

The election of officers shall occur within thirty days before the end of spring semester. The President and advisor shall announce the date and location of the elections one week before the election. The current President shall be the presiding officer for the elections. In case, the President is running for any office, the advisor shall appoint an active member, not running for an office, to preside over the elections. 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 the presiding officer will tabulate all votes. The presiding officer shall announce the officer with a simple majority of all votes cast by active student members. In the event of a tie, the presiding officer shall cast a vote to break the tie.

After announcing the new officer, the presiding officer 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 Article5-Section3. If an active student member contests the count, each candidate may select an active student member to supervise the recount. The advisor and presiding offices will recount all votes in the presence of the selected representatives.

Section 3: Installation of Officers

Newly elected officers shall take office immediately following the elections and their term will end at next annual elections. Current officers should assist in the transition and training of the officers-elect, from elections until installation. Outgoing officers shall transfer any club related material to newly elected club officers within one week of installation. A change in officer information should be reported to the Office of Student Involvement.

Section 4: 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 5. The President can hold presidency no more than two terms.

Article 7 – 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 removal proceedings against an officer can be initiated by any active club member and charges shall be submitted in writing to the advisor and highest-ranking officer not being impeached. 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 active student members.

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 6-Section 1 will take place at the next membership meeting. The election process will take place as stated in Article 6-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 the paragraph above.

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

Article 8 - Committees

Section 1: The Executive Committee

The Executive Committee of the Badminton Club shall include a President, Vice-President, Secretary, and Treasurer.

Section 2: Special or Ad-hoc Committees

Committees shall be formed to meet specific objectives defined by the President. The chairperson of the committee shall attend Executive Committee meetings and shall be responsible for presenting any actions the committee may take and the results of those actions to the Executive Committee. The Executive Committee members and the chairperson of the committee, if not a member of Executive Committee, are allowed one vote per motion. A committee shall be in session until its objectives have been completed, or suspended by the President.

Article 9 - Meetings

Section 1: Membership Meetings

The membership should meet at least once per semester during the fall and spring semesters. Meetings are open to those defined in Article3-Section1, and officers 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: Executive Committee Meetings

The Executive Committee should meet at least twice per semester during the fall and spring semesters. Meetings are open to those defined in Article3-Section1, and officers are allowed one vote per motion. The quorum required to conduct business is a majority (more than 50%) of the officers.

Section 3: Special or Ad-hoc Committee Meetings

The Special or Ad-hoc Committees should meet whenever needed. Meetings are open to those defined in Article3-Section1 and other members of the committee. The quorum required to conduct business is a majority (more than 50%) of the members of the committee.

Section 4: 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.

Section 5: Meeting Procedure

The President shall use his/her discretion as to the manner and process in which he/she presides 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 10 - Finances

Section 1: Membership Dues

Membership dues shall be 5 dollars per semester. Membership dues will be collected at the first general body meeting during each semester. All active members are required to pay membership dues while the advisor shall be exempt from paying membership dues. Executive Committee has the right to waive membership dues for all members of the organization. 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 each semester. The Executive Committee must approve the budget within the first month of each semester.

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 Executive Committee 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:

UNICEF,
333 East 38th Street,
New York, New York 10016
Tel: (212) 686-5522

Article 11 – 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 Executive Committee must approve all publications, shirts, flyers, and other forms of advertising/marketing prior to duplication and distribution.

Article 12 - 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 present in the membership meeting.

Section 2: Empowerment

This constitution will take effect after it is approved by a 2/3 majority of the officers and active student membership of the organization present in the membership meeting.

Article 13 - 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.

History of Constitution

Created: April 05, 2005 (Original Draft Constitution)

Revised: Oct 17, 2005 (Approved by 36-0 (for, against) members)

Revised: Feb 22, 2006 (Reflected changes proposed by OSI)