

Scuba Dive Club Constitution

Article I—Organization Name

The name of this organization shall be the **Scuba Dive Club at the University of Central Florida**. The organization may also refer to itself as **“Knight Divers.”**

Article II—Preamble

It is the mission of this organization to provide leadership and educational opportunities for its members and to promote student interest and involvement in the Scuba Dive Club sponsored underwater habitat conservation programs, protected marine life awareness and conferences. All activities and functions shall be legal under University, local, state, and federal laws.

Article III—Officers

Section 1: Eligibility

All officers of the Scuba Dive Club shall possess at least the minimum requirements to serve in a leadership position as stated in the most recent The Golden Rule. These requirements include the following:

1. During fall and spring semesters, be currently enrolled as a student activity fee-paying half-time student (currently defined as at least six (6) credit hours as an undergraduate degree-seeking student or a post-baccalaureate student, or at least five (5) credit hours in a graduate degree-seeking program). During summer session, be currently enrolled for at least three (3) credit hours in a least one of the terms.

2. Have a minimum overall grade point average of 2.5 for all hours earned while enrolled at UCF.
3. Maintain satisfactory academic progress as defined in the current Undergraduate Catalog and the current Graduate Catalog of UCF, as appropriate.
4. Be in good academic and disciplinary standing, defined as not being on academic or disciplinary probation.
5. Be free of any holds on university records.

Section 2: Titles and Duties

The offices of this organization shall include a President, Vice President, Secretary, and Treasurer. No officer will be permitted to hold more than one officer position. All officers shall retain voting rights, however, the President shall only vote in the case of a tie. Any officer may be re-elected however not for more than two consecutive terms. Officers cannot reappoint themselves for a second term they must be re-elected as described in Article IV.

The President shall:

- Supervise and control the activities of the organization.
- Preside over all meetings and call all meetings to order.
- Be one of three signers on financial documents.
- Coordinate all conferences.
- Ensure all officers are performing their duties as defined in this Constitution.
- Assign special projects to officers.
- Be familiar with Robert's Rules of Order to conduct meetings.

The Vice President shall:

- Assist the President in his/her duties
- Assumes the Presidents responsibilities in his/her absence.
- Shall 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.
- Assist in special projects as assigned by the President.

The Secretary shall:

- Notify members of meetings via e-mail and/or telephone at least 48 hours in advance.
- Keep accurate records of all meetings.
- Maintain accurate list of members and their contact information.
- Perform a verbal roll call of all members and maintain an attendance record.
- Prepare ballots for elections.
- Keep copy of constitution and have available for members
- Assist in special projects as assigned by the President.

The Treasurer shall:

- Keep an accurate account of all funds received and expended.
- Be one of three signers on financial documents.
- Responsible for collecting dues and notifying members who are delinquent in their payments.
- Be responsible for creating budget reports at the beginning of each Fall and Spring semester and as requested by the President, Vice President, and/or UCF faculty/staff advisor.
- Provide financial records sufficient to allow the Vice-President to perform audit.
- Assist in special projects as assigned by the President.

Article IV—Selection of Officers

Section 1: Eligibility to Vote and Hold Office

“Active voting membership will be limited to all students who are active members, currently enrolled at the University of Central Florida and in good financial standing with the organization. Faculty, staff, UCF alumni, student spouses, etc., may be affiliate members but may not vote or hold office.”

Section 2: Nomination Process

The nomination of officers shall occur at the second meeting held in March. Any eligible member (as defined in Article VI Section 1) present may nominate someone or themselves for office by verbally nominating the individual during this procedure. However, the nominee must be considered

an eligible member (as defined in Article VI Section 1). Absentee ballots and proxy ballots are not permitted in the nomination or election process.

Section 3: Election Process

The election of officers shall occur at the first meeting held in April. The nominated candidates will be given a chance to address the organization to discuss his/her qualifications and reasons why they should be selected. Once each candidate has had the opportunity to speak, all eligible members (as defined in Article IV Section 1) present will have the opportunity to vote by secret ballot. The faculty/staff 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 of votes cast by eligible members. After announcing the new officer the highest-ranking officer not running for office shall ask if any eligible members contest the count. If no eligible member contests the count the new officer shall take office immediately. If an eligible member contests the count the faculty/staff advisor and the highest-ranking officer not running for office will recount all votes. In the event of a tie, the President shall cast the deciding vote for office unless he/she is running for the said office. In that case, the next highest-ranking officer shall make the deciding vote.

Section 3: Term of Office

The length of office shall be no longer than one academic year. Newly elected officers shall take office at first scheduled meeting in Fall semester and their term will end at first scheduled meeting the following Fall semester once new officers are announced.

Article V—Officer Vacancies

Section 1: Removal of Officers

Any officer may be removed from office upon a 2/3 majority vote of eligible members. The officer will be notified in writing of the possible termination or 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.

Section 2: Resignation

Officers no longer wishing to serve on the board must submit their resignation to the President at least two (2) weeks in advance. Prior to the officers 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 is removed or resigns, the nomination process as stated in Article IV Section 2 will take place at the next scheduled meeting. The election process will take place as stated in Article IV Section 3 at the next schedule meeting following nomination. The newly elected officers term shall end at the end of the Summer Semester.

Article VI—Membership

Section 1: Membership Statement

“Membership is limited to all students who have paid fees and are enrolled with the University of Central Florida. 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 will 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. Sports clubs involving contact or competitive selection may limit participation to one sex, but must permit membership in the club to both sexes.”

Section 2: Recruitment and Affiliate Membership

Recruitment shall take place throughout the year and membership is open at all times. The organization may have affiliate members such as UCF faculty, UCF staff, UCF alumni, UCF student spouses, etc., but at no time shall the UCF student membership fall below seventy-five (75) percent.

Section 3: 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 majority vote of eligible members.

Article VII—Finances

Section 1: Membership Dues

Membership dues shall be twenty five (25) dollars per year or ten (10) dollars per semester. Membership dues will be collected at the first meeting of the Fall, Spring and Summer Semester. All members including officers and affiliate members are required to pay membership dues. Only the UCF faculty/staff advisor shall be exempt from membership dues.

Section 2: Spending Organization's Money

For the protection of the organization and its officers it is required that two authorized signatures sign all monetary transactions. Only the President, Treasurer, and UCF Faculty/Staff Advisor can be signers on the organization's account. Organizational funds may be spent on items such as office supplies, events/activities, publicity, travel expenses, conference fees, etc., but will not be used for anything illegal under University, local, state, and federal laws.

Section 3: Officer Transition

It shall be the responsibility of all account signers to change contact information as well as assisting in the update of new account signatures after each election with the organizations financial institution. In addition, the Treasurer will be responsible to pass along all information from previous years budget and current budget.

Section 4: Dissolution of Organization

In the event that the organization ceases to exist, any funds remaining in the organization's account shall be donated to the organization's charity—"The Reef Environmental Education Foundation."

Article VIII—Publications

All publications of the organization must comply with the Golden Rule "Advertising and Signs" section, Student Organization Guidelines "Advertising" section, and the University Identity and Standards Manual.

All publications must be approved by the Secretary and President prior to duplication and distribution.

Article IX—Meetings

The quorum required to conduct business is fifty (50) percent of the officers and fifty percent (50) of the organization's active members. The President will be in charge of calling meetings and the secretary will be responsible to notify all members. Members must be notified of meetings at least 48 hours in advance and shall be notified via e-mail and/or telephone. The president shall preside over all meetings and shall follow Roberts Rules of Order in conducting organizational meetings.

Article X—Advisor

Section 1: Nomination and Role

The advisor shall be selected by the officers of this organization and must be approved by a simple majority vote of eligible members. The advisor shall serve as a mentor to the organization providing guidance to the officers and members. The advisor has no voting rights. The advisor position has no term limit other than he/she must be a current UCF faculty or staff member.

Section 2: 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 2/3 majority vote of eligible 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 14 calendar days.

Article XI—Amendments

Amendments to the constitution must be proposed in writing to the President. The amendment must then be presented to the organization during a scheduled meeting and should include a full explanation and/or rationale for the amendment. The amendment must be voted on at the next scheduled meeting. The amendment shall not take effect until approved by a 2/3 majority vote of eligible members of the organization.

History of Constitution

Created: 17th day of February in the year 2002