# Only text in blue can be edited or deleted from this document. Anything not in blue MUST remain in the organization’s constitution or recognized student status will be denied.

# Constitution of Organization Name

**Article I—Organization Name**

The name of this organization shall be organization name. The organization may also refer to itself as acronym (if applicable).

# Article II— Mission and Goals

Section 1: Mission

[Insert mission statement]

Section 2: Goals

Our goals are to [insert 1. 2. 3. Etc.]

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

Membership in this organization is limited to any student who is paying Activity and Service Fees and is currently and/or continuously enrolled at the University of Central Florida College of Medicine M.D. Program. No discrimination shall be made on the basis of race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identity, gender expression, or veteran status. Hazing will not be allowed as a condition of membership in this organization.

Section 2: Additional Membership Requirements

Members not required to pay annual fees OR must pay dues annually to \_\_\_\_\_\_\_\_ as per Article IX. Members must attend *x%* of meetings within one academic year. Members must participate in at least *x* organization activity(ies) per academic year. Together with Article III, Section 1, these additional requirements define what it means to be an “active student member.”

Section 3: Recruitment

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

Section 4: Voting Rights

Only active 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 active student members.

Section 6: Reinstatement of Membership

Membership may be reinstated after one full semester has passed. The former member may submit a request for reinstatement to the President. At the next membership meeting, the organization must vote on the reinstatement request. Membership may be reinstated by a 2/3 affirmative vote of active student members.

# 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 least the minimum requirements regarding enrollment hours, 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.

Section 2: Additional Eligibility Criteria (if applicable)

In order to be eligible for an officer position, members must have attended at least two (2) meetings prior to being nominated for an officer position. The requirements of this section may be waived by 2/3 affirmative vote of active student members, prior to nominations and elections

Section 3: Officer Requirements (if applicable)

Officers must attend x% of all officer meetings, membership meetings, and events unless they have an excused absence (as determined by the Board). Absences can be expunged by a 2/3 affirmative vote of officers.

Section 4: Titles and Duties

The officers of this organization shall include (in order of succession) a President, Vice President, Treasurer, and Secretary. Additional officer titles and subcommittees may be added at a later date depending on demand. Additional officer titles and subcommittees and/or subcommittee chairs may not be added without a 2/3 affirmative vote of active student members. No officer will be permitted to hold more than one officer position at a time, unless appointed to an interim position as per Article VI, Section 3.

The President shall:

* Supervise and coordinate the activities of the organization.
* Preside over all meetings and call all meetings to order.
* Maintain communication with the Office of Student Affairs and ensure that all paperwork is current.
* Liaison with the Office of Student Affairs, Faculty Advisor(s), Central Florida OR National Chapter (if applicable).
* Be responsible for creating a budget at the beginning of each fall and spring semester, in conjunction with the Treasurer and M2 Student Council Treasurer.
* Ensure that all officers are familiar with this Constitution, via a review to happen within one month of officer installation.
* Ensure that all officers are performing their duties as defined in this Constitution.
* Keep faculty advisor informed of activities and functions of the organization.
* Be familiar with Robert’s Rules of Order to conduct meetings.
* 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.
* Assign special projects to officers.
* Ensure the organization meets deadlines set by Student Council and/or the Office of Student Affairs.
* Recruit Membership.

The Vice President shall:

* Assist the President in their duties.
* Assume the President’s responsibilities in their absence.
* Coordinate all conferences.
* 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 once per semester.
* Provide all documents and records pertaining to their responsibilities to the newly-elected Vice President.
* Assist in special projects as assigned by the President.
* Recruit Membership.

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, advisor, or Office of Student Affairs.
* Be responsible for creating a budget at the beginning of each fall and spring semester, in conjunction with the organization’s President and the Student Council M2 Treasurer.
* Provide financial records sufficient to allow the Vice President to perform audits.
* Provide all documents and records pertaining to their responsibilities to the newly-elected Treasurer.
* Assist in special projects as assigned by the President.
* Handle all purchase request form (PRF) submissions to Student Council and the Office of Student Affairs. Additionally, submitting required receipts and invoices associated with all PRFs to the Office of Student Affairs in a timely fashion.
* Recruit Membership.

The Secretary shall:

* Notify members of meetings via e-mail and/or other electronic communication at least 48 hours in advance.
* Keep accurate minutes and records of all meetings, and submit minutes/records to the Office of Student Affairs for a minimum of two meetings during the academic year.
* Maintain the organizations general email account.
* Keep an active roster of members and provide the updated information to the Office of Student Affairs as requested (but at least twice each academic year).
* Ensure new member orientation is provided after elections and at the beginning of the academic year.
* Maintain accurate list of members and their contact information.
* Prepare the organization’s Info Form to submit to the Office of Student Affairs at the beginning of each semester, and when there are changes in organizational information over the course of the semester.
* Take attendance at all meetings and maintain an attendance record.
* Prepare election process.
* Keep copy of constitution and have available for members.
* Provide all documents and records pertaining to their responsibilities to the newly-elected Secretary.
* Assist in special projects as assigned by the President.
* Recruit Membership

Must include title(s) and duties of all additional officers.

Section 5: Voting Rights

All officers shall retain voting rights; however, the President shall only vote in the case of a tie, with the exception of officer elections.

Section 6: Term of Office

The length of term of office shall be no longer than one year unless upon the new year’s election the board member is reelected.

# Article V—Selection of Officers

Section 1: Announcement of Elections

The President shall, at least one meeting prior but no later than the end of January, 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 be able to submit written proof of eligibility to the nominations/elections meeting (i.e. be able to prove attendance for at least 2 general meetings that year) if requested.

Section 2: Election Process

The elections of officers shall occur each academic year no later than the end of February with notification sent to the general membership list serv asking for applications for each office. Communication regarding applications will be done through email and/or any other communication means decided on by the student board. Applications are asked to be sent to the current President (unless the current President is running for re-election, in which case a neutral facilitator will be chosen by the Board). The application format being requested is determined by the board but must be communicated to all active student members PRIOR to elections. This can be application forms, essays, curriculum vitaes, etc.

Once applications are submitted the board will review applications and develop a slate of officers for voting by the general membership. All nominees, presented for voting during the elections process, must meet UCF COM’s requirements as a student in good standing and according to this Constitution (Article IV, Section 1). Voting for officers can take place at a membership meeting by secret ballot. The elections facilitator will tabulate all votes immediately in the presence of the organization. A candidate shall be elected by a majority of all votes cast by active student members. If no candidate receives a majority of votes, the top two candidates will immediately enter into a run-off election. In the event of a tie, the elections facilitator shall cast a vote to break the tie.

The nominations/elections facilitator will announce the new officer and 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 nominations/elections facilitator will immediately recount all votes in the presence of the selected representatives. Once an officer is confirmed, the organization will proceed to elections for the next officer.

Section 3: Installation of Officers

Newly elected officers will shadow the current officers and officially take their office after the first membership meeting in date. Current officers should assist in the transition and training of the officers-elect, from elections until installation. A change in officer information must be reported to the Office of Student Affairs within 10 school days of installation.

Section 4: Re-election

Any officer may be re-elected, however, officers cannot reappoint themselves for a subsequent term, they must be re-elected as described in Article V.

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 active student members. The removed officer shall provide all documents relating to the organization and brief their replacement of current projects in their care.

Section 2: Resignation

Officers no longer wishing to serve on the board must submit their resignation to the President (or Vice President if the President is resigning) and faculty advisor at least two (2) weeks in advance. Prior to the officer’s final day they shall provide all documents relating to the organization and brief their replacement of current projects in their care.

Section 3: Filling Vacant Officer Positions

In the event an officer (besides President) is removed or resigns, the remaining officers, by majority rule, will decide if the position is to be filled. If it is to be filled, the nomination and election process as stated in Article V will take place at the next membership meeting. The officers may appoint an interim officer to serve in the vacant position if they choose. .

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 March. A change in officer information must be reported to the Office of Student Affairs within 10 school days of the election.

# Article VII— Meetings and Events

Section 1: Membership Meetings

The membership should meet at least once per month during the fall and spring of each academic year. Meetings are open to those defined in Article III, Section 1, and officers (except the President, unless otherwise stated) and active student members (unless otherwise stated) 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. Unless otherwise stated in this constitution, a motion is considered passed with a majority vote.

Section 2: Officer Meetings

The officers should meet at least once per month during the fall and spring of each academic year. Meetings are open to those defined in Article III, Section 1, and officers (except the President, unless otherwise stated) 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 for notifying all members and/or officers at least 48 hours in advance, by e-mail and/or other agreed upon means of communication by the Board. 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. The President has the sole responsibility of commencing and adjourning a meeting. In the event the President is unavailable the Vice President will commence and adjourn the meeting.

Section 5: Events

Events shall be held periodically during the fall and spring of each academic year. Events are open to those defined in Article III, Section 1. The President will be in charge of calling events and the Secretary will be responsible for notifying all members at least 48 hours in advance, by e-mail and/or other agreed upon means of communication.

**Article VIII—Advisor**

Section 1: Selection

The advisor shall be selected by the officers. 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 COM policy and procedure. 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 they remain 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. 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 immediately reported to the Office of Student Affairs.

# Article IX— Finances

Section 1: Membership Dues

If there are no dues, state: There are no membership dues. If there are membership dues, state: Membership dues shall be $amount per year or $amount per semester. Membership dues will be collected by the Treasurer during the fall and spring of the academic year. Membership fees cannot exceed $50 per academic year. Student organizations that have a membership fee associated with their group will be required to open and manage a separate group bank account utilizing SunTrust. All active student members, including officers, are required to pay membership dues. 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 following academic year. This budget must be submitted to the M2 Student Council Class Treasurer and the Office of Student Affairs by the date set by the M2 Student Council Class Treasurer.

Section 3: Financial Authority

No Board member of an individual Student Organization is allowed to sign for funding from the Student Government Association. All signatures and approvals must come from an Student Council Class representative and a representative from the Office of Student Affairs.

Section 4: Officer Transition

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. This includes, but is not limited to, budget requests, group bank account information and access (if applicable).

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:

INSERT Charity, institution or department of the organization’s choice

# Article XI – Committees

Committees may be formed by a vote of officers or active student members for interested subgroups that do not have enough interest generated to achieve standalone organizational status. Committees may be dissolved by a vote of officers or active student members. New officer positions associated with committees must be added and/or removed from the Constitution and an updated version of the Constitution must be submitted to the Office of Student Affairs.

# Article XII— Publications and Advertising

Section 1: Compliance

All graphics and publicity of the organization must comply with the Golden Rule, Event Policies, and other building guidelines, and the UCF University Marketing Graphic Standards.

Section 2: Approval

The Office of Student Affairs must approve all graphics and publicity (e.g., shirts, flyers, and other forms of advertising/marketing) prior to duplication and distribution.

# 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.

# Article XIV—Risk Management

Section 1: General

The organization will follow all risk management guidelines and procedures as provided by Office of Student Affairs 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.

# Article XV—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 and approved by a 2/3 affirmative vote of active student members. All amended constitutions must be submitted to the Office of Student Affairs within two school weeks. The amendment shall not take effect until a new version of the Constitution submitted for review and approved by the Office of Student Affairs. All amendments are to be documented by the revised by date below.

# Article XVI-Recognized Student Organization Status

In order to be officially recognized by the University of Central Florida College of Medicine, MD Recognized Student Organizations must adhere to the following requirements:

* Adherence to deadlines set by the Office of Student Affairs regarding student organizations elections, funding and other organization business.
* Submission of a minimum of two student organization meeting minutes/records/sign-in sheets.
* Submission of the organization’s Update Form as required.
* Submission of the membership roster to the Office of Student Affairs twice per academic year.
* Must have and maintain a group email account to facilitate internal & external inquiries.

Failure to adhere to these requirements may result in loss of funding privileges or inactive status of the student organization.

# History of Constitution

Created:

Revised: