**STUDENT ORGANIZATION CONSTITUTION GUIDELINES**

# ARTICLE I. NAME OF ORGANIZATION

The name of this organization is Software Engineering Club. This organization will use the acronym SEC, SWEC, or SDC in all publicity materials and correspondences. Software Engineering Club is unaffiliated.

**ARTICLE II. ORGANIZATION AFFILIATION**

As outlined in the RSO Classification Policy, Software Engineering Club is considered a General Registered Student Organization. As a GRSO, our organization is a separate 3rd party entity, not considered a part of the University of Florida. Through registering with the University, our student group agrees to follow its policies and operate on campus with access and/or eligibility for specific campus benefits.

# ARTICLE III. PURPOSE STATEMENT

Software Engineering Club is designed and established for all those students who want real life experience in software development and want to hear from industry experts. This experience will help students gain valuable internships and fulltime careers.

# ARTICLE IV. COMPLIANCE STATEMENT & UNIVERSITY REGULATIONS

Upon approval by the Department of Student Engagement, Software Engineering Club shall be a registered student organization at the University of Florida. Software Engineering Club shall comply with all local, state and federal laws, as well as all University of Florida regulations, policies, and procedures. Such compliance includes but is not limited to the University’s regulations related to Non-Discrimination, Sexual Harassment (including sexual misconduct, dating violence, domestic violence, and stalking), Hazing, Commercial Activity, and Student Leader Eligibility.

Section A. Non-Discrimination

Software Engineering Club agrees that it will not discriminate on the basis of race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinions or affiliations, genetic information and veteran status as protected under the Vietnam Era Veterans' Readjustment Assistance Act. Discrimination on the basis of the protected classes described in University of Florida Regulation 1.006 (Non-Discrimination/Harassment/Invasion of Privacy Policies) is prohibited.

Section B. Sexual Harassment

Software Engineering Club agrees that it will not engage in any activity that is unwelcome conduct of sexual nature that creates a hostile environment. Behaviors that could create a hostile environment include sexual harassment (which could include inappropriate sexual comments), sexual misconduct, dating violence, domestic violence, and stalking and repeated instances of cyber abuse. Sexual harassment as described in University of Florida Regulation 1.006 (Non-Discrimination/Harassment/Invasion of Privacy Policy) is prohibited.

Section C. Hazing

Software Engineering Club agrees that it will not initiate, support, or encourage any events or situations that recklessly, by design, or intentionally endanger the mental or physical health or safety of a student for any purpose including but not limited to initiation or admission into or affiliation with any student group or organization. Hazing as defined in the University of Florida Regulation 1.0081 (Prohibition of Hazing; Procedures and Penalties) and 4.040 (Student Honor Code and Student Conduct Code) is prohibited. If found responsible for hazing, sanctions may be imposed against the organization, its leaders and/or members.

Section D. Responsibility to Report

The University of Florida identifies Responsible Employees and Campus Security Authorities to support the health, safety, and wellbeing of campus. If Software Engineering Club becomes aware of any such conduct described in this article, they are encouraged to report it immediately to staff in Student Engagement, the Director of Student Conduct and Conflict Resolution, the University’s Title IX Coordinator, or to their Student Organization Advisor, who are identified as mandated reporters.

Section E. Officer Eligibility

Software Engineering Club understands, acknowledges, and agrees to uphold and abide by the specific minimal requirements regarding officer eligibility as defined in the Registered Student Organization Classification and Officer Eligibility Policy.

# ARTICLE V. MEMBERSHIP

Membership in this organization is open to all enrolled students at the University of Florida. Non-enrolled students, spouses, faculty, and staff are prohibited from being members, holding office or voting. All members and associate members are free to leave and disassociate without fear of retribution, retaliation, or harassment.

# ARTICLE VI. BYLAWS FOR SEC

Software Engineering Club may elect to maintain separate bylaws document to outline the day-to-day operations of the organization and to clarify policies and procedures otherwise not included in the previous articles. Bylaws and/or other guiding documents may not take precedence over the requirements sent forth by local, state, and federal laws, the university of Florida’s regulations, policies, and procedures, and the Student Engagement constitution requirements. Amendments and changes may be made to the bylaws and shall be consistent with the Student Engagement approved constitution on file and student engagement’s constitution requirements. Should the organization transition leadership, all bylaws and guiding documents will be transitioned to new student organization leaders and/or advisor(s). Software Engineering Club agrees to provide all unaltered by laws and guiding documents and/or clarify its procedures in writing to any University of Florida student, faculty, or staff upon request.

## ARTICLE VII. STUDENT ORGANIZATION ADVISOR

Each registered student organization must have an eligible student organization advisor. The student organization advisor must be a full-time, salaried faculty or staff member not on extended leave for 4 consecutive weeks or longer during their advisor term. The student organization advisor shall serve as a resource person providing advisory support to officers and members and may not vote or hold office in the organization.

The student organization advisor shall serve as a resource person and provide advisory support for the officers and members of the organization. The student organization advisor should attend executive and general meetings; however, the student organization advisor may not vote in any Software Engineering Club matters. The student organization advisor shall be nominated by the officers and confirmed by a majority vote of the members. The student organization advisor will serve a term of one (1) academic year. In the event that the student organization advisor is unable to continue in their position, officers may nominate a replacement at any time, to be confirmed by a majority vote of the members.

## ARTICLE VIII. OFFICERS

Registered student organizations are required to have a minimum of a President, Treasurer, and Vice President as elected officers. These officers must abide by the Registered Student Organization Classification and Officer Eligibility Policy.

The elected officers of Software Engineering Club shall be President, Vice-President, and Treasurer. At no time should one person hold more than one of these positions.

Section A: The elected officers of Software Engineering Club shall be President, Vice-President, and Treasurer.

Part 1: The President shall preside at all meetings of the organization and shall coordinate the work of the officers and committees.

Part 2: The Vice-President shall serve as an aide to the President and shall perform the duties of the President in her/his absence or inability to serve.

Part 3: The Treasurer shall receive all monies of Software Engineering Club; shall keep an accurate record of receipts and expenditures; shall pay out local funds in accordance with the approved budget as authorized by the organization. The Treasurer shall present a financial statement at every meeting of Software Engineering Club and at other times when requested by the President or Vice President.

Section B1: There will be 3 appointed Officer positions in addition to the above mentioned

Part 1: Membership Officer will be in charge of member retention

Part 2: Technology Officer will be in charge of the organizations website design and upkeep as well as any technology needed for activities and events that is held.

Part 3: Public Relations Officer is in charge of all front facing public writings, documents, power points and communications

Section B2: All officer positions above will share responsibilities to ensure completeness as well as sharing in general club/organization task (i.e.: Meetings, Recruitment, Volunteering…)

Section C: Officers shall assume their official duties at the close of the last general meeting of the academic year and shall serve for a term of one academic year and/or until their successors are elected/appointed.

Section D: Any officer of Software Engineering Club may be removed from office through the following process:

Part 1: A written request by at least three voting members of the organization shall be submitted to either the President, Vice President, or Treasurer. Written notification shall be sent to the officer in question asking that officer to be present at the next meeting and prepared to respond to the removal request.

Part 2: A two thirds majority vote of members present is necessary to remove the officer.

Part 3: In the event of the removal of an officer, a special provision may be granted to the remaining officers to appoint an interim replacement until an election may be held.

## ARTICLE IX. ELECTIONS

Nominations for all officers will take place annually from the members starting in January lasting until March. Any member may nominate any other voting member, including himself or herself. Nominations may also be made during the election meeting prior to closing of nominations. Voting will occur by secret ballot and a simple majority vote is required to elect an officer. If there are more than two candidates running and no candidate receives a majority vote, there shall be a run-off vote between the top two vote recipients at the next general meeting. No person shall be eligible to serve more than two consecutive terms in the same office. Elections should take place in early April to allow for turnover between old and new board.

In the absence of clear direction on election, amendment, and /or voting procedures, Software Engineering Club agrees to follow the guidance and instruction of Robert's Rules of Order for the election or amendment process.

## ARTICLE X. FINANCE

As a General Registered Student Organization, Software Engineering Club does not receive any funding or resources from other UF Departments or Colleges, rather, this organization is funded by Student Government exclusively. This money is used to buy merchandise and food to distribute for events.

## ARTICLE XI. DISSOLUTION OF ORGANIZATION

Upon dissolution, student organizations are prohibited from leaving their organizational assets to any individual or any other student organization. Rather, student organizations may designate a specific charity that will receive such organizational assets. At the time of dissolution, after all outstanding debts are paid, Software Engineering Club will leave any assets and outstanding funds to another Computer Science or Electrical Engineering club at the University of Florida. If no such club exists, the money should be donated to the Department of Computer Science and Engineering at UF.

## ARTICLE XII: AMENDMENTS TO CONSTITUTION

Student Engagement has established a process through which constitutions may be amended, reviewed, and approved. Student organizations wishing to amend their constitutions must utilize their constitution on file listed on GatorConnect to make amendments and submit those changes to Student Engagement.

If a voting member proposes an amendment to the constitution, the club executives will hold a vote to change the constitution. If they unanimously decide to make the change, the amendment will be approved.

All amended constitutions must be submitted directly to Student Engagement for review and approval.