



ARTICLE I. NAME OF ORGANIZATION

The name of this organization is Swamp Records. This organization will use Swamp Records in all publicity material and correspondence.

ARTICLE II. ORGANIZATION AFFILIATION

As outlined in the RSO Classification Policy, Swamp Records 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

The purpose of Swamp Records is to explore and promote the music industry in the University of Florida as well as the Gainesville area and to aid those who wish to advance themselves in the industry and art.

ARTICLE IV. COMPLIANCE STATEMENT & UNIVERSITY REGULATIONS

Upon approval by the Department of Student Engagement, Swamp Records shall be a registered student organization at the University of Florida. Swamp Records 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

Swamp Records 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

Swamp Records 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

Swamp Records 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 Swamp Records 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

Swamp Records 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 holding membership, office or voting powers. All members are free to leave and disassociate without fear of retribution, retaliation, or harassment.

ARTICLE VI. BYLAWS FOR SWAMP RECORDS

Swamp Records 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). Swamp Records 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 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. The advisor may serve multiple terms.

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 Swamp Records shall be President, Vice-President, and Treasurer. At no time should one person hold more than one of these positions. Appointed officers are the Director of Marketing, Director of Business/Co-Sponsorships/Treasurer, Director of Booking, Director of Engagement, Director of Human Resources (HR), Director of DSP (Digital Streaming Platforms), and Director(s) of Artists.

All Directors will choose the appropriate number of Assistant Directors who apply through submitted applications and possible live interviews. The Executive Board shall consist of the President, Vice President, Treasurer, Director of Marketing, Director of Business/Co-Sponsorships/Treasurer, Director of Booking, Director of Engagement, Director of HR, Director of DSP, and Director(s) of Artists.

Section A: Directors 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 B: Any officer of Swamp Records may be removed from office through the following process:

Part 1: A written request by at least four voting Executive members of the organization shall be submitted to the President and Vice President. Written notification shall be sent to the Director in question asking that Director 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 a director, a special provision may be granted to the remaining Directors to appoint an interim replacement until an election may be held.

Section C: In the case of a vacancy, the officer shall be replaced by election or appointment. If the President position is vacant, the Vice President shall replace the President and an election will be held at the following general body meeting according to rules specified in Article IX to replace the Vice President. If the Vice President or Treasurer seat is vacant, an election will be held at the following general body meeting by Article IX rules to fill the seat. Vacancies in appointed Director positions shall be replaced by the Assistant Director, who shall designate a new Assistant Director.

ARTICLE IX. ELECTIONS

In the event of an election for the positions of President, Vice President, and Treasurer, any member may nominate any other voting member, not including himself or herself. To be a voting member, members must abide by membership requirements outlined in the organization's bylaws. To be eligible to be nominated for an officer position, the member must be a voting member and in accordance with [University policy](#). Nominations may also be made during the election meeting prior to closing of nominations. Nominations shall occur at the second to last meeting of the spring semester, and elections shall occur at the final meeting of the spring semester or in the event of a vacant officer seat.

Voting will occur by secret ballot and a simple majority vote is required to elect. 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.

In the absence of clear direction on election, amendment, and/or voting procedures, Swamp Records 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, Swamp Records does not receive any funding or resources from other UF Departments or Colleges, rather, this organization is funded by:

Section A: Swamp Records will require membership dues to be determined by the Administration. Dues will be \$20 for new members and \$10 for returning members each year. It will also raise funds through co-sponsorship and the sales of media and promotional items. A limited number of scholarships will be available for members with financial need. Members are expected to participate in these fundraising 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, Swamp Records will leave any assets and outstanding funds to be split up evenly among all Swamp Records artists to help support future music endeavors.

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.

Amendments to this constitution may be made at any regular meeting of Swamp Records provided notice of the proposed amendment was given one week prior to a vote. To pass, an amendment must receive a two-thirds majority vote in support by the voting member in attendance at the meeting. The new amendments are subject to final approval by the Department of Student Activities and Involvement.

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