**ARTICLE I. NAME OF ORGANIZATION**

The name of this organization is Gator Weightlifting Club, Gator Weightlifting, or GWL, and is affiliated with the Department of RecSports at the University of Florida.

**ARTICLE II. ORGANIZATION AFFILATION**

As outlined in the RSO Classification Policy, GWL is considered a University Sponsored Student Organization. As a USSO, this organization is considered an extension of the university unit RecSports and operates within the scope and function of it. As such, GWL is governed by and under the jurisdiction of internal University policies, standards, and business practices as well as gains access to exclusive university resources through our sponsoring University unit. University-sponsored student organizations are not eligible for Student Government funding.

**ARTICLE III. PURPOSE STATEMENT**

The purpose of GWL is to offer University of Florida students the resources to

learn, practice, and compete in the sport of weightlifting. The club also exists to build the University of Florida weightlifting community by bringing students with a variety of fitness goals and skill levels together through group practices, social events, and teaching/outreach opportunities.

The goals of the club are described below:

1. Educate members on the development of the technique, strength, and strategy required for weightlifting competition
2. Help athletes set goals based on their current levels of physical fitness and technical ability.
3. Connect interested members with Gator Weightlifting coaches to provide mentorship, programming, and a group practice environment.
4. Build a nationally competitive weightlifting team where lifters receive funding to compete and travel
5. Develop experienced athletes to compete at nationals
6. Develop new athletes to get stronger and learn technical skills and/or to compete at local meets
7. Foster an encouraging and motivating team atmosphere at practices, competitions, and social events
8. Generate a positive impact on the greater community through service and weightlifting outreach

All activities and functions of GWL shall be legal under University, local, state, and federal laws.

**ARTICLE IV. COMPLIANCE STATEMENT & UNIVERSITY REGULATIONS**

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

GWL 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*

GWL 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*

GWL 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 GWL 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*

GWL 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.

GWL 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). GWL 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 VI: BY LAWS FOR GWL**

GWL 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). GWL 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.

All individuals that attend even one practice must also be enrolled at UF and have a waiver signed through RecSports.The special status of “active member” includes the previous statement along with other special requirements.

Active members will be eligible to do the following: receive reimbursement for meets or travel, participate in any club raffles, receive any subsidized equipment or apparel from the club (i.e. singlets) (after one semester), or rent any items from the club.

In order to receive reimbursements, active members must have at least 25% of all possible point opportunities for that school year (fall to spring) at the time of reimbursement.

A points system exists to track membership and determine active members within Gator Weightlifting. Points for participation will be awarded as follows. A member’s points will expire at the end of each year:

1 point

* Volunteer at a home event
	+ 1 pt/complete session, max 3 pts.
* Attend a General Body Meeting
* Participate in a fundraiser (with photo evidence)
* Spectate a meet where GWL members compete
	+ Away meets: 1pt/complete session, max 2 pts.
	+ Home meets: 1pt/complete session attended, max 2 pts.

2 points

* Attend another sport club competition (with photo evidence)
* Participate in a volunteer event

Members who sign up for a volunteer position at any event and do not fulfill the requirements they signed up for, will be ineligible to receive points for spectating or competing at that event. This policy can only be voided if the member shows a board member, prior to the time of their volunteer commitment, that they have someone to take their volunteer position.

Active membership will be determined by the following:

*For club members that are only receiving coaching from a Gator Weightlifting affiliated coach*:

* The member must attend practice regularly (as assessed by their coach) for **at least one entire semester** before requesting club benefits. Attendance at every practice is preferred but regular attendance would mean at least 2-3 practices per week or depending on coach guidelines.
* The member must earn at least 25% of all eligible point opportunities per semester.
* The member must attend at least one General Body Meeting (GBM) per semester.
* Extended periods of absence from practice due to illness or travel must be approved by the coach and one officer notified before the period of absence occurs. In the case of illness, letting your coach know the day of or the day after could be fine.
* *Special cases may hinder a member’s ability to acquire a necessary amount of points (i.e. coronavirus pandemic). The board will vote to change requirements for active membership at the end of a semester where activity has been significantly disrupted by external events.*

**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 advisor and [home department] holds the responsibility to oversee the day-to-day functions and operations of GWL, including the management of its finances, the selection of its members, and ensuring the organization adheres to University and department policies.

The advisor and the Department of RecSports holds the responsibility to oversee the day-to-day functions and operations of GWL, including the management of its finances, the selection of its members, and ensuring the organization adheres to University and department policies. The advisor is selected by the Department of RecSports and serves a one-year term following the re-registration period in May. If a replacement advisor is necessary, the Department of RecSports will select a new one for GWL.

**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 this organization shall include a President, Vice President, Secretary, Treasurer,

Event Coordinator, and Social Director. 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, and elections are held in April, or at any other point in the year if one of the officers graduates or leaves the club and the board sees fit to elect a temporary replacement until the next re-election period. The officer term will be from May-May where Summer is a training period for new officers. Officers must abide by the Registered Student Organization Classification and Officer Eligibility Policy.

*Section A.*

The President shall:

* Supervise the activities of the organization
* Preside over all meetings
* Be one of three signers on financial documents
* Ensure all officers are performing their duties as defined in this Constitution
* Assign special projects to officers
* Assure club is on schedule to meet Rec Sports requirements
* Co- Author the powerpoints for General Body Meetings
* Book rooms for General Body Meetings
* Schedule monthly meetings with liaison
* Helps with Social Media accounts
* Count votes for elections
* Responds to emails on a weekly basis

The Vice President shall:

* Assist the President in all his/ her duties
* Co- Author the powerpoints for General Body Meetings
* Assumes the President’s responsibilities in his/ her absence
* Assist in special projects as assigned by the President
* Ensure all postings of files, contact info, practice times are up to date
* Performs checks on Treasurer’s records
* Keeps up to date records in the drive of current RecSports requirements achieved and needed to reach status goal for that year
* Responds to emails on a weekly basis

The Treasurer Shall:

* Keep an accurate account of all funds received and expended
* Fills out all necessary fundraising RecSports forms
* Plan finances with president and VP:
	+ Propose a budget for the academic year (Fall-Spring) based on money awarded by RS and available funds in external account
	+ Set fundraising goals for the year
* Learn about the club’s financial history, which includes thoroughly reviewing all financial documents on the Google drive
* Ensure all the money RecSports gives the club is spent and balance goes to zero at the end of the pay period year
* Be one of three signers on financial documents
* Be responsible for creating budget reports at the beginning of each fall and spring and as requested by the President, Vice President, and/or staff advisor.
* Assist in special projects as assigned by the President

*Fundraising:*

* + Lead fundraising projects with assistance from the board
	+ Coordinate all fundraising events through restaurants (can have Event Coordinator help advertising, making FB event page, etc)
	+ Collect payments via Venmo to transfer to club funds
	+ Keep an inventory of all shirts ordered and sold as well as payments received
	+ Maintain access to outside bank accounts
	+ Report fundraisers to RecSports

*Reimbursements for Travel/Meets:*

* + Organize and reimburse active members at the end of each Fall and Spring semester based on participation of club members and money allocated for travel
	+ Set maximum reimbursement percentages at the end of each semester based on available funds
	+ Keep an updated record of all reimbursements and receipts on Google Drive

*Additional:*

* + Get quotes and orders for any equipment or apparel purchases
	+ Present quotes and available budget to the board before making purchases
	+ Pursue sponsorships and maintain record of contact with potential sponsors (with help of board)
	+ Prepare the annual Spring Budget Request Presentation for the end of year meeting with RecSports Sports Club Council

The Secretary shall:

* Keep accurate records of all meetings
* Maintain an accurate list of members and their contact information
* Take attendance during General Body Meetings (google form recommended)
* Prepare ballots for elections (google form recommended)
* Assist in special projects as assigned by the President
* Maintain active member roster with accurate current points
* Fills out pre and post travel forms
* Assures that post-event forms have been filled out by Event Coordinator
* Responds to emails on a weekly basis

The Social Director Shall:

* Update social media at minimum each week during the Fall and Spring semester
* Answer questions received via Instagram direct messages
* Update social media after a competition with important results and gather pictures/ videos for files in the drive
* Assist in special projects as assigned by the President
* Keeps photos up to date in the google drive at least once a semester

The Event Coordinator Shall:

* Coordinates volunteering, outreach, spectating, and fundraising (alongside Treasurer) events to fulfill sport club requirements
* Plans all social events
* Creates Sign Up Genius pages and as needed or requested by President, Vice President, or Treasurer
* Takes attendance during events he/ she planned to be sent to Secretary for active member point roster
* Fills out any pre/post event forms and home event forms necessary for RecSports
* Assist in special projects as assigned by the President

*Section B.*

Any officer of GWL may be removed from office through the following process:

Part 1: A written request by at least three active 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.

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.

*Section C.*

These officer positions will have subsequent chair positions in order to assist in functions of the club: Treasurer and Social Director. Chair positions undergo the same vacancy/impeachment procedures and terms of office as the officer positions. However, nominations are conducted via an application (Google Forms recommended) highlighting their experience and skills required for their desired role. Election of chair positions will be conducted via a majority vote exclusive to current board members. In the event of a tie, coaches will cast a single tie-breaking vote. If no Chair position candidates are available, positions are not necessary.

The Treasurer shall have a Junior Treasurer Chair. The Junior Treasurer Chair shall:

* + Assist in reimbursement forms
	+ Attend financial meetings with RecSports
	+ Shadowing and filling in for Senior Treasurer when necessary

The Treasurer shall also have a Merchandise Chair. The Merchandise Chair shall:

* Gauge club interest in various merchandise products
* Design merchandise
* Communicate with apparel companies to produce merchandise
* Handle pick up and delivery of merchandise

The Social Director shall have a Graphic Design Chair. The Graphic Design Chair shall:

* Create all infographics displayed and posted on our social media accounts
* Aide in the creation, design and maintenance of an official Gator Weightlifting Club website
* Assist in designing and creating merchandise
* Create any other graphic or design necessary for the club

The Social Director shall have a Public Relations Chair. The Public Relations Chair shall:

* Develop sponsorship connections for the club
* Acquire awards for podiums at home meets
* Gauge club/public interest for event and merchandise ideas
* Write press releases to local news
* Facilitate email communications with potential donors

**ARTICLE IX. ELECTIONS**

*Section A: Eligibility to Vote and Hold Office*

Active voting membership will be limited to all students who are active members in good standing.

*Section B: Nomination Process*

*Section 1:* The nomination of officers shall occur in April or after the end of the Spring semester as decided by the current officers. Any active member may run for positions of Vice President, Social Chair, Secretary, and Event Coordinator. Experience (defined in Section 2 below) will be required for President, Vice President, and Treasurer positions.

General nominations guidelines:

* The potential candidate must submit a Personal/Motivation Statement for voting purposes via a Google Form within a timeline defined by the incumbent board.
* Majority vote will determine the board member for the upcoming Fall semester.
* Members (active or inactive) who have been affiliated with the club for the semester leading up to the election will be allowed to vote.
* In the event of a tie, the incumbent President and coaches will meet to cast a single tie-breaking vote in the election.

*Section 2:* Experience requirements:

In order to maintain a level of experience in the executive board, *leadership experience* will be required for all potential candidates applying for the **President, Vice President** or **Treasurer** positions (starting 2020-2021 academic year). Leadership experience can fall under one or multiple of the following categories:

1. Serving as an officer or trainee-officer within GWL for at least one previous academic year.
2. Experience in another club’s e-board. Must be in the role of president, treasurer, or another which would have direct contact with budgets and project management.
3. Other leadership experience will be considered as long as the potential candidate thoroughly explains this experience on the nomination form. After reviewing experience, the incumbent board will then vote this applicant into candidacy for a position with a majority vote. This vote only puts the candidate on the ballot to be in the election. It does not secure them the position without the member’s votes.

*Section C: Election Process*

The election of officers shall occur each year in April or May as decided by the board. Any officer may run for re-election. The election will occur via a Google form. Participants voting must be active members and therefore voting will not be anonymous. The current board members will count the votes and the secretary will verify that all people who voted are active members. The candidate who receives the most votes will be elected. In the event of a tie, the President and coaches will cast a single tie-breaking vote.

The election of chair positions shall occur each year in September or whenever the current board sees fit. The election will occur via a Google Form. This form will allow individuals who are running to rank their preferred chair positions. Participants voting must be active members and therefore voting will not be anonymous. The current coaches will count the votes and the secretary will verify that all people who voted are active members. The candidate who receives the most votes will be elected. In the event of a tie there will be a re-vote for the top two candidates for said chair where they will provide more information on their qualifications before said vote.

*Section D: Term of Office*

The length of office shall be one calendar year. Newly elected officers shall take office immediately after the announcement at the second scheduled meeting and their term will end at the second scheduled meeting the following year once new officers are announced.

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

**ARTICLE X. FINANCE**

As a University Sponsored Student Organization, GWL does not receive any funding or resources from Student Government, rather, this organization is eligible to be funded by RecSports.

There will be no dues for this club. Coaches are allowed to offer paid practices to our members. The club will receive funding through RecSports based on club status and perform outside fundraising for personal bank accounts.

Reimbursement requests can only be made for events where the member competed representing Gator Weightlifting Club.

There will be two types of reimbursement tiers dependent upon the percentage of total possible points a member has received at the time of their reimbursement request.

**A TIER:** If an active member\* has 50% of possible points, they will request\*\* a 50% reimbursement of total fees incurred for an event.

**B TIER:** If an active member\* has 25% of possible points, they will request\*\* a 25% reimbursement of total fees incurred for an event.

**S TIER:** If an active member\* is competing in their first ever college weightlifting meet (must be hosted at The Ark) they will request\*\* a 100% reimbursement of their entry fee incurred for the event.

*The following items can be reimbursed:* entry fees and hotel up to 50% of cost paid, airline tickets up to 15% of cost paid.

* If members qualify for an A Tier reimbursement, they are to request 50% of their entry fees and hotel and 15% of their airline tickets.
* If members qualify for a B Tier reimbursement, they are to request 25% of their entry fees and hotel and 7.5% of their airline tickets.

*The following items cannot be reimbursed:* gas, tolls, vehicle rental, and food.

Reimbursements will be requested from our RecSports Account (Process 1) until all funds are used. Then reimbursements will be requested from our Outside Account (Process 2). The only exception for this will be when coaches who are not affiliated with UF request reimbursements, in which case they will always receive them through Process 2.

The reimbursement process for members will be as follows:

1. Yearly and prior to the date of their first competitive event, members will complete direct deposit.
2. Prior to the date of their first competitive event, members will complete the Reimbursement Form and provide the following information:
	1. First and Last Name
	2. UFL email address
	3. Event Name
	4. Request type (entry fee, hotel, and/or airline tickets)
	5. Screenshot of BARS event registration showing Gator Weightlifting Club affiliation at the meet
	6. Receipts showing the expense(s) incurred
	7. Screenshot of cost of entry fee (Eventbrite receipt)
	8. Provide venmo and/or an alternative method of electronic payment.

How reimbursements will be processed and distributed:

Process 1:

1. ***No later than 14 days after the event.*** You will receive an email from RecSports with a DocuSign where you will complete a Travel Reimbursement form electronically.
	1. Electrically sign designated locations in the DocuSign
	2. Attach pdf receipts showing the expense(s)
2. ***No later than 14 business days after you complete the DocuSign.*** You will receive your reimbursement via the bank account listed on your direct deposit form.

Process 2:

 3. ***No later than 14 days after the event.*** You will receive a venmo from @sydhut00 with your reimbursement amount.

The reimbursement process for board members will be as follows:

1. ***14 days before the event.*** Post the google form on linktree/slack and notify members on these channels. Include direct deposit information on form.
2. ***7 days before the event.*** Remind members of completing the google form prior to the event day.
3. ***1 day before the event.*** Remind members of completing the google form prior to the event day.
4. ***Within 5 days after the event.*** Complete and submit the Post-Travel form.

Process 1:

1. Nothing else

Process 2:

1. ***Within 14 days after the event.***Venmo reimbursements to members.

**REMAINING FUNDS**

If after the Spring semester’s final event there is still money in the Outside Account travel fund, this money will be distributed among everyone who received funds in a reimbursement request for the past Fall and/or Spring semesters. The amount each member receives will be scaled depending upon the amount of points they gained over the course of the Fall and Spring semester.

**COACH REIMBURSEMENT**

Coaches will receive A Tier reimbursement for hotel and airline fees incurred due to traveling with an athlete. Coaches, if not currently affiliated with the University of Florida, are not eligible for reimbursement of expenses incurred due to their own competitions.

As a USSO, GWL will comply with UF Finance and Accounting policies on purchasing, funding and fundraising.

**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, GWL will leave any assets and outstanding funds to the organization’s charity- “Muscular Dystrophy Association.”

**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 as deemed fit by the current officers. Any active member may propose an amendment but requires a two/thirds majority vote by current officers to become ratified.

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