Gator Theme Park Engineering & Design

# Article I: Name of Organization

The name of this organization is Gator Theme Park Engineering & Design. This organization will utilize the acronym TPED in all publicity materials and correspondence. This organization is sponsored by the MAE department.

# Article II: Purpose Statement

Gator Theme Park Engineering & Design is a multidisciplinary student organization at the University of Florida that focuses on growing students professionally, technically, and socially through events relevant to the themed entertainment industry. This is accomplished through a wide variety of events such as industry tours, guest speakers, networking events, and design projects.

# Article III: Compliance Statement

Upon approval by the Department of Student Activities and Involvement, Gator Theme Park Engineering & Design shall be a registered student organization at the University of Florida. Gator Theme Park Engineering & Design 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.

# Article IV: University Regulations

## Section A. Non-Discrimination

Gator Theme Park Engineering & Design 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.

## Section B. Sexual Harassment

Gator Theme Park Engineering & Design 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.

## Section C. Hazing

Gator Theme Park Engineering & Design 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.

## Section D. Responsibility to Report

If this organization becomes aware of any such conduct described in this article, Gator Theme Park Engineering & Design will report it immediately to Student Activities and Involvement, the Director of Student Conduct and Conflict Resolution, or the University’s Title IX Coordinator

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**Section E. Officer Eligibility**

Gator Theme Park Engineering & Design 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: Student Organization Advisor(s)

The advisor(s) and MAE hold the responsibility to oversee the day-to-day functions and operations of Gator Theme Park Engineering & Design, including the management of its finances, the selection of its members, and ensuring the organization adheres to **u**niversity and department policies.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(s) shall serve as a resource person and provide advisory support for the officers and members of the organization. The student organization advisor(s) is not obligated to attend any of the executive and general meetings; the student organization advisor(s) may not vote in any Gator Theme Park Engineering & Design matters. The student organization advisor(s) shall be nominated by the Executive Board and confirmed by a simple majority vote of the officers. 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 VII: Officers

The elected officers of Gator Theme Park Engineering & Design shall be President, Internal Vice President, External Vice President, and Treasurer. At no time should one person hold more than one of these positions. The elected officers make up the Executive Board of the club. The suggested appointed officers by application of Gator Theme Park Engineering & Design are the Secretary, Public Relations Chair, Competition Chair, Workshop Chair, Social Chair, Design Captain(s), and any other position the Executive Board sees fit for the upcoming school year.

## Section A: Elected Officers

Elected Officers shall assume full responsibility of their official duties at the close of the last general body meeting of the academic year (Spring Semester), though a period of overlap should exist between new and old officers for training and passing down information. The elected officers shall serve for a term of one academic year.

### President

The President shall be responsible for overseeing all activities and officers of the club. They schedule regular officer meetings, delegate tasks as appropriate, ensure officers carry out their respective responsibilities, serve as a mentor to students looking to get involved in the themed entertainment industry, and are the primary representative of the club during internal and external activities. Should the President not be able to attend an event (GBM, company tour, etc.), the Internal or External Vice President shall step in to represent the club during the event. The President shall also support the roles and responsibilities of every officer as necessary. While not required, it is recommended that the President will have had internship experience, be knowledgeable about the themed entertainment industry, and have held at least one position in the club prior to being President.

### Internal Vice President

The Internal Vice President will be responsible for coordinating and scheduling all on-campus activities. This includes all necessary room bookings, permits, and club presentations. They will also oversee that design teams are meeting accordingly. The Internal Vice President will work with the Treasurer as necessary to determine funding needed for particular on-campus events.

### External Vice President

The External Vice President will be responsible for coordinating and scheduling all off-campus activities including but not limited to: guest speakers, company tours, professional networking events, trade shows, and professional conferences. They will also be responsible for maintaining a relationship with alumni and other professional connections, as well as working with the Competition Chair to obtain judges, recruiters, and/or external support for design competitions. The External Vice President will work with the Treasurer as necessary to determine funding for particular off-campus events.

### Treasurer

The Treasurer will be responsible for all financial responsibilities of the club, including the acquisition and disbursement of funds. They will work with the President, Internal and External Vice Presidents, Design Team Captains, Competition Chair, Workshop Chair, and Public Relations Chair to create a yearly budget for their term. The Treasurer will also be in charge of applying for appropriate funding when available, monitoring the club bank account, and planning any additional fundraisers. The Treasurer shall keep an accurate record of receipts and expenditures associated with on-campus events, merchandise orders, design team purchases, subscriptions, organized trip fees, lodging, travel, and any other payments/costs associated with the club.

## Section B: Appointed Officers

Appointed officers shall assume full responsibility of their official duties at the close of the last general body meeting of the academic year (Spring Semester). A period of overlap should exist between new and old officers for training and passing down information. The appointed officers shall serve for a term of one academic year.

### Secretary

The Secretary will be responsible for taking notes at officer meetings and general body meetings, while also keeping the club’s method of document organization, such as Google Drive or Microsoft Teams, orderly. The Secretary will also be responsible for recording member and officer attendance at meetings.

### Workshop Chair

The Workshop Chair will be responsible for setting up professional development presentations associated with the themed entertainment industry.

### Social Chair

The Social Chair will be responsible for setting up social events and park trips for the club.

### Competition Chair

The Competition Chair will be responsible for organizing internal competition(s), including the scope, budget, and judges. They will also keep the club informed of other external competitions and potentially organize teams to compete.

### Public Relations Chair

The Public Relations Chair will be responsible for leading the public relations committee in updating all of Gator Theme Park Engineering & Design’s social media platforms, including but not limited to Discord, Facebook, Instagram, LinkedIn, and the website. The Public Relations Chair will be responsible for creating graphics, taking photos at events, sending email updates to club members and professional contacts, and advertising the club through posting flyers and other means.

### Design Captain(s)

The Design Captain(s) will be responsible for creating a focus for a design project, along with a scope, schedule, and budget. The Design Captain(s) will lead the design team to accomplish the project deliverables.

## Section C: Removal

Any officer of Gator Theme Park Engineering & Design may be removed from office through the following process:

### Part 1:

A written request by at least three members of the organization shall be submitted to the President, Vice Presidents, or advisor. 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.

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## Section E: Replacement

If an officer is to voluntarily step down or be removed, the Executive Board will appoint the successor. If the President is to voluntarily step down, the line of succession shall be the Internal Vice President and then the External Vice President. The Executive Board shall then appoint to fill any empty positions. All Replacement officers will serve the remainder of the term of the previous officer.

# Article VIII: Elections and Appointments

## Section A: Elections

Elections for President, Internal Vice President, External Vice President, and Treasurer shall take place during a general body meeting in early April. There is no limit to the number of times a member can run for an elected position. In order to nominate one’s self for one of the four available elected positions, they must submit an “Intent to Run” form electronically via online form by the deadline of two days before the day of the election. Members will create a single PowerPoint slide detailing why they want to run for the position, what qualifies them to run, and any other relevant information to excel their candidacy. Members can run for more than one position. The order of presentations is: President, Internal Vice President, External Vice President, and Treasurer. The President candidates will present first, and the first to present shall be selected randomly. While each candidate presents, other candidates for the position shall step out of the room to provide a fair presentation of ideas. Each presentation shall be no more than 5 minutes. Presentations shall be followed with a period of questions for the candidates. Afterward, all the candidates for that position shall step out of the room and a period of open debate shall occur, moderated by the highest-ranking current or past officer not running for any positions. This process repeats for the other next three officer positions. If a member runs unopposed, they shall still present and have a period for questions. After all presentations, questions, and debates, all active members shall vote by an online form. The candidate with the simple majority of votes shall win the position, no percentage of the voting members is required. In the event of a tie, the current President, Internal Vice President, and External Vice President votes shall be used to break the tie.

## Section B: Appointments

The appointed officers will be selected by the newly elected President, Internal Vice President, External Vice President, and Treasurer. The appointed officer Application process shall be introduced at the same time as the “Intent to Run” form for the Executive Board. Members can apply for more than one position, and there is no limit to the number of times a member can apply. The application will be submitted electronically via online form with a few simple questions and a place to submit resumes. The application will be open for 1 week minimum but no more than two weeks. After the deadline, the President, Internal Vice President, External Vice President, and Treasurer shall select the members best suited for the roles. The President shall contact the selected applicants and extend them the position. Once all selected applicants have accepted their positions, the President shall contact all applicants thanking them for their application and encouraging them to still be involved in the club.

### Section C: Active Members

An active member is defined as an individual who has attended at least two events in the current school year (Fall and Spring semesters). Events include, but are not limited to, general body meetings, design team meetings, and workshops. The sign-in forms used during the events will be utilized to determine active membership.

# Article IX: Finance

Gator Theme Park Engineering & Design will not receive funding through club membership. All internal events will be covered through fundraising, sponsorship, or university funding. The price for certain industry tours, trips, or other external events will not be included, but fundraisers will be created to reduce the cost. The club is currently sponsored by the MAE department, which funds design teams and club needs.

Gator Theme Park Engineering & Design is ineligible to apply for Student Government funding as a university-sponsored organization.

# Article X: Dissolution of Organization

In the event this organization dissolves, all monies left in the treasury, after outstanding debts and claims have been paid, shall be donated to a 401(c)(3) non-profit organization.

**Article XI: By Laws for Gator Theme Park Engineering & Design**

Gator Theme Park Engineering & Design 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 SAI constitution requirements. Amendments and changes may be made to the bylaws and shall be consistent with the SAI approved constitution on file and SAI’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). Gator Theme Park Engineering & Design 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 XII: Amendments to Constitution

Amendments to the Constitution must be brought up through a club member(s). The club member(s) will propose their possible amendment to the Executive Board officers, and all active club members will vote in favor or against the amendment. The amendment must receive ¾ of active club member votes from an online form in order for it to pass. All amended constitutions must immediately be submitted directly to the Department of Student Activities and involvement for review and approval.