**ARTICLE I. NAME OF ORGANIZATION**

The name of this organization is Tower Yearbook. It is an organization under the College of Journalism and Communications.

**ARTICLE II. ORGANIZATION AFFILIATION**

As outlined in the RSO Classification Policy, Tower Yearbook is considered a University Sponsored Student Organization. As a USSO, this organization is considered an extension of the university unit College of Journalism and Communications, and it operates within the scope and function of it. As such, Tower Yearbook 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**

Tower Yearbook’s primary goal is to capture moments and document memories for the University of Florida and the Gainesville community.

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

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

Tower Yearbook 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

Tower Yearbook 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

Tower Yearbook 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 Tower Yearbook 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

Tower Yearbookunderstands, 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](https://hub.policy.ufl.edu/s/article/RSO-Classification-Officer-Eligibility).

**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 TOWER YEARBOOK**

Tower Yearbook 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). Tower Yearbook 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 advisor and the College of Journalism and Communications hold the responsibility to oversee the day-to-day functions and operations of Tower Yearbook, including the management of its finances, the selection of its members, and ensuring the organization adheres to University and department policies.

The Tower Yearbook advisor will be nominated by the executive board officers and confirmed by a majority vote of the members. The advisor must work within the College of Journalism and Communications. The student organization advisor will serve a term of one (1) academic year with the opportunity to be reappointed. To replace the advisor, the executive board officers may nominate a replacement 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](https://hub.policy.ufl.edu/s/article/RSO-Classification-Officer-Eligibility).

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

In addition to the President, Vice-President, and Treasurer positions, Tower Yearbook will host the positions of Copy Editor, Photography Editor, Advertising Chair, Design Editor, Business Manager, and Organizations Section Editor. All of these positions are appointed by the President, Vice-President, and Treasurer in a majority vote. The term of office for all positions is one calendar year from April to April.

In the event that an executive board officer is unable or incapable of performing their duties, there must be a simple majority vote of all members to impeach them.

In the event there are officer vacancies, the President, Vice-President, and Treasurer will split the duties of that office or otherwise appoint a general staff member to fill the role.

**ARTICLE IX. ELECTIONS**

Officers of Tower Yearbook must be full-time enrolled students at the University of Florida.

Elections for President, Vice-President, and Treasurer will be held in April. Any member may nominate any other member during the general meeting, including themselves. 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.

Appointments to other executive board positions will be decided by the President, Vice-President, and Treasurer. A form will be sent in April for application to executive board positions. The three top positions will then make appointments based on past experience and commitment to Tower Yearbook.

In the absence of clear direction on election, amendment, and /or voting procedures, Tower Yearbook 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, Tower Yearbook does not receive any funding or resources from Student Government, rather, this organization is eligible to be funded by the College of Journalism and Communications and/or:

Fundraising to be done by staff members. The funds raised will be used for merchandise and food for our fall and spring tabling events.

As a USSO, Tower Yearbook 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, Tower Yearbook will leave any assets and outstanding funds to the Make-A-Wish Foundation.

**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.

Any member can propose amendments to the constitution. The necessary vote to approve the change is a 2/3 majority.

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