ARTICLE I. NAME OF ORGANIZATION

The name of this organization is “CS Kickstart”.  This organization will utilize the acronym “CSK” when needed.

ARTICLE II. ORGANIZATION AFFILIATION

As outlined in the RSO Classification Policy, CS Kickstart (CSK) 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

CS Kickstart (CSK) is established to provide more diversity and inclusivity to the Herbert Wertheim College of Engineering and UF as a whole. This program targets incoming UF students who are women that are interested in computer science, math, and/or engineering. CSK is going to be a multi-day introductory program for students to gain hands-on experience in programming and explore the creativity and power of computer science and engineering through technical workshops, industry speakers, and faculty speakers. Students will also get a chance to bond with their peers and be introduced to different career paths in computer science and tech. Our goal is to give these students more confidence as they step into college and feel less intimidated to take their first computer science or engineering class.

ARTICLE IV. COMPLIANCE STATEMENT & UNIVERSITY REGULATIONS

Upon approval by the Department of Student Engagement, CS Kickstart (CSK) shall be a registered student organization at the University of Florida. CS Kickstart (CSK) 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

CS Kickstart (CSK) 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

CS Kickstart (CSK) 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

CS Kickstart (CSK) 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 CS Kickstart (CSK) 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

CS Kickstart (CSK) 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 CS KICKSTART (CSK)

CS Kickstart (CSK) 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). CS Kickstart (CSK) 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 and provide advisory support for the officers and members of the organization. The student organization advisor may attend Executive Board meetings, and general committee meetings, and advise the organization on matters under consideration.

Recommendations of the student organization advisor shall be made by any member and be considered by the Executive Board. During the consideration period, at least two officers must visit and discuss the position with the candidate before initial ratification by the Executive Board with majority approval. Final ratification is made by majority approval by committee members at the general committee meeting.

The student organization advisor will serve a term of one (1) year and may continue their term each subsequent year based upon the advisor’s decision.

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 committee 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 CS Kickstart (CSK) shall be President, Vice-President, and Treasurer. At no time should one person hold more than one of these positions.

1. Officer Positions List

The executive board will consist of the following positions elected by the members of CS Kickstart:

* + 1. President (2)
		2. Vice President of Curriculum Development (1)
		3. Vice President of External Affairs (1)
		4. Treasurer (1)
		5. Secretary (1)

The remaining officers on the board consist of the following appointed positions, which will be appointed by the current President, the newly elected President, and a third current officer of their choice:

* + 1. Director of Events (2)
		2. Director of Public Relations (2)
		3. Director of Media (1)
		4. Webmaster (1)
		5. Director of Workshops for Software (1)
		6. Director of Workshops for Hardware (1)
		7. Director of Fundraising (2)

Together, the executive board and appointed positions will combine as one officer board for the term of one (1) calendar year, striving to fulfill the purpose of the CS Kickstart.

1. Executive Board Duties
	* 1. President
2. Supervise the affairs of the CS Kickstart.
3. Preside over all general body and officer meetings, creating agendas for each meeting.
4. Represent the CS Kickstart and its community.
5. Create ad-hoc committees to fulfill surfacing needs.
6. In charge of officer retreat.
7. Call the first meeting of each semester announcing the time and location of that meeting.
8. Oversee and enforce officer duties as described by the Constitution.
9. Act as the point of contact for partner companies.
10. Organize communication with school officials.
	* 1. Vice President of Curriculum Development
			1. Perform all presidential duties in the absence of the President.
			2. Design new topics and improve teaching materials for each incoming cohort of CK Kickstart members.
			3. Coordinate coding and other tech-heavy workshops
			4. Recruit and manage workshop teachers and volunteers
			5. Gather and organize resources of integrated development environment and other technical tools
		2. Vice President of External Affairs
			1. Perform all presidential duties in the absence of the President.
			2. Work in conjunction with Directors of Public Relations to handle the public relations and advertising of events.
			3. Act as a liaison between the CS Kickstart and the other organizations under the College of Engineering.
			4. May create, oversee and chair the activities of Sponsorship Committees (if necessary).
			5. Answer and resolve any questions or concerns of the program applicants.
			6. Recruit and coordinate general volunteers.
			7. Contact local businesses to collaborate in external events and local trips, and if necessary, delegate responsibility to corresponding officers.
		3. Treasurer
11. Make all necessary expenditures and payments.
12. Keep accurate financial records, and prepare monthly status reports for the Executive Board.
13. Work in conjunction with officers to submit SARs and reimbursement forms in a timely manner for events.
	* 1. Secretary
			1. Draft biweekly newsletter to send out to all members
			2. Make all boom reservations for organization events
			3. Keep a record of attendance
			4. Organize meeting notes at all board meeting
14. Appointed Positions Duties
	* 1. Director of Events
			1. Plan and coordinate non-technical events.
			2. Assist the Vice President of External Affairs with external events and local trips.
			3. Contact alumni and organize the alumni dinner.
		2. Director of Public Relations
			1. Maintain CS Kickstart Instagram and LinkedIn accounts.
			2. Create graphics with common themes/elements for flyers, Instagram posts, Linkedin posts, t-shirts, etc.
			3. Create communication and collaboration with other organizations.
			4. Maintain and create communications with current/potential members through newsletters and emails.
			5. Welcome new members and create strategies to satisfy the needs of current members.
		3. Director of Media
			1. Attend or designate someone to take pictures/videos of CS Kickstart events.
			2. Create and manage content for Instagram (reels, story takeover schedule, etc.)
		4. Webmaster
15. Create and Maintain the structure of the CS Kickstart website.
16. Update CS Kickstart Website with relevant information and activities of the organization.
	* 1. Director of Workshops for Software
17. Plan and coordinate technical events with a focus on software.
18. Assist the Vice President of Curriculum Development with course planning.
19. Collaborate with other organizations to host technical workshops
	* 1. Director of Workshops for Hardware
20. Plan and coordinate technical events with a focus on hardware.
21. Assist the Vice President of Curriculum Development with course planning.
22. Collaborate with other organizations to host technical workshops
	* 1. Director of Fundraising
			1. Reaching out to vendors to coordinate fundraising events.
			2. Plan and coordinate fundraising events.
			3. Assist the Treasurer when needed.
23. Impeachment Procedures

An officer who does not comply with assigned responsibilities will be informed by a verbal warning by the President. If after two weeks the defending officer has not improved, then they shall receive a disciplinary letter with clearly stated expectations for improvement in writing by the President. If the President does not comply with the assigned responsibilities, they will be informed by Vice Presidents. The defending officer will have two weeks of probation after the written warning. After then, if no improvement is recorded, they may be relieved of office by a majority vote by the Executive Board.

1. Handling Officer Vacancy Procedures

In the event that an officer is removed through impeachment as aforementioned or an officer resigns, a special provision may be granted to the remaining officers to appoint an interim replacement. Immediately after this appointment, the organization will release an application to its general body in search of a suitable candidate to fill the vacancy. An interview process will be held for all applicants, and the replacement will be decided by a majority vote of all officers.

ARTICLE VIX. ELECTIONS

I. General

Executive officers shall be elected to terms of office for one year from January to December. Nominations for officer positions will be opened by the President to all full members at a scheduled meeting at least two weeks prior to elections.

If a candidate has already been elected to another Executive Board and wishes to run for a CSK Executive Board position, then it is at the discretion of the current Executive Board to decide their eligibility.

II. Nominations

Only active members are eligible for executive board nominations. If there is a discrepancy, the decision shall be up to the executive board to decide. Nominations for the position of President shall only be open to those who have served as a previous CSK officer. In the case that no previous officers are elected for these positions, then applications for these positions will be opened only to those who have served as officers in the past or are outstanding active members.

Nominations will remain open until three days before the first speech from the candidate for that position.

Applications for all other appointed officer members will be accepted following the election of the Executive Board. Non-executive board positions are open to all members. Applicants will be interviewed by an Interview committee, which consists of the current President, the newly elected President, and a third person of their choice.

III. Procedure

i. Elections will be held in January.

ii. The Election Committee conducting elections shall consist of the current co-Presidents if he/she is not running for a position. In the case that one or both co-Presidents are running for a position, the elections committee shall be up to the executive board to decide. The Elections Committee is responsible for, but not limited to forming a list of nominees, explaining the elections process and rules, passing out/collecting ballots, and counting ballots. The Election Committee shall not participate in any pro/improvement session, discussion session, or voting process.

iii. Elections shall be held in the following order: Presidents, Vice President of Curriculum Development, Vice Presidents of External Affairs, and Treasurer.

iv. The elections committee shall announce the candidates' roster. When elections begin, all candidates for the position leave the room. Three questions will be formed from the general body. If there are more than three questions, the general body will vote on the top three questions. One candidate at a time will be invited in to give a speech up to three minutes long. After each speech, candidates will be asked three questions made from the general body. Then, the candidate will exit the room while members discuss a max of three pros and three improvements for the candidate. There cannot be an improvement without a pro. A pro or improvement is a specific characteristic about the candidate and their ability to execute that position. After the pro/improvement session by the general body, candidates are allowed to view the pro and improvements and speak on it for 90 seconds once it appears on the screen. Pro/improvement session can be removed and the general body will go straight into discussion if a motion is approved by the general body. Once each candidate has finished speaking, all candidates remain outside while the general body votes. Unless a motion is approved to vote through acclamation (requires unanimous consent) or roll call, voting will be through secret ballots. Active members must remain in the room to listen to all of the candidates’ speeches, pro/improvement sessions, and discussions if they desire to vote for a candidate for that position.

v. Only active members, whose responsibilities include attendance at a specified number of events and understanding of the roles and responsibilities of the officer positions may be eligible to vote in the CSK Election by secret ballot. Non-active members are allowed to stay for the pro/improvement sessions and discussions. Members may only vote for one candidate for each position, with the exception of the President, where members can vote up to two candidates. Members may also vote no-confidence or abstain to vote if necessary.

vi. If only one candidate for a position is running at elections, the voting members will have a vote of confidence (at least 50% margin plus one vote). If there are not enough votes of confidence, the position will be open to all active members and decided upon through an application process. If no candidate is selected through this application process, the Vice President of External Affairs will assume that position’s role until a suitable candidate is found through the application process. With an exception for the President role, if only one Presidential candidate is selected through this application process, the Vice President of External Affairs will assume that position’s role until a suitable candidate is found through the application processes. In the absence of both co-Presidents' positions, the Vice President of External Affairs and Vice President of Curriculum Development will assume the co-Presidents’ role until a suitable candidate is found through application processes.

vii. No write-in (non-nominated candidate) votes are allowed.

viii. A candidate will be elected to an office by at least 50% margin plus one vote. If there is not a 50% plus one vote margin, a run-off election will immediately take place between the top two candidates. In the case of a tie, the decision will be up to the Executive Board.

ix. The new officers will assume office following CSK Formal in the spring semester.

In the absence of clear direction on election, amendment, and /or voting procedures, CS Kickstart (CSK) 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, [Name of organization] does not receive any funding or resources from other UF Departments or Colleges, rather, this organization is funded by:

CS Kickstart will not require membership dues; however, it will raise funds via corporate sponsorship and other fundraisers.  Members are expected to participate in fundraising activities. CS Kickstart may apply for Student Government funding in the future. Funds will be applied toward guest speakers, meetings, housing expenses, and other operational expenses of the organization.

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, CS Kickstart (CSK) will leave any assets and outstanding funds to the University of Florida Department of Computer and Information Science and Engineering.

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 CS Kickstart provided notice of the proposed amendment was given one week prior to a vote. Amendments require a two-thirds vote of the voting members in attendance at the meeting and all amended constitutions must be submitted directly to Student Engagement for review and approval.