

Cuong Nhu Martial Arts Cypress Dojo Constitution

Last Edited: April 2023

ARTICLE I. NAME OF ORGANIZATION

The name of this organization is Cuong Nhu Martial Arts Cypress Dojo. This organization will utilize the acronym CN or go by Cuong Nhu or Cuong Nhu Martial Arts in all publicity materials and correspondence. Cuong Nhu Martial Arts Cypress Dojo is sponsored by the Department of Recreational Sports (UF RecSports). Cuong Nhu is affiliated with the Cuong Nhu Martial Arts Association (CNMAA) operating internationally. The website of the CNMAA is <https://cuongnhu.com/>.

ARTICLE II. ORGANIZATION AFFILIATION

As outlined in the RSO Classification Policy, Cuong Nhu Martial Arts Cypress Dojo is considered a University Sponsored Student Organization. As a USSO, this organization is considered an extension of the university unit Department of Recreational Sports, and operates within the scope and function of it. As such, Cuong Nhu Martial Arts Cypress Dojo 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

General activities include gathering during the times and locations specified by UF RecSports, where students and leaders train following the established CNMAA's curriculum. The goal of club meetings is to build stamina and strengthen the body, while also training and advancing in skills related to Cuong Nhu Martial Arts. Through these activities, students are expected to develop leadership skills, self-confidence, self-control, modesty, and a non-defeatist attitude as established by Cuong Nhu.

ARTICLE IV. COMPLIANCE STATEMENT & UNIVERSITY REGULATIONS

Upon approval by the Department of Student Engagement, Cuong Nhu Martial Arts Cypress Dojo shall be a registered student organization at the University of Florida. Cuong Nhu Martial Arts Cypress Dojo 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

Cuong Nhu Martial Arts Cypress Dojo 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

Cuong Nhu Martial Arts Cypress Dojo 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

Cuong Nhu Martial Arts Cypress Dojo 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 Cuong Nhu Martial Arts Cypress Dojo 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

Cuong Nhu Martial Arts Cypress Dojo 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 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 and associate members are free to leave and disassociate without fear of retribution, retaliation, or harassment.

ARTICLE VI. BYLAWS FOR CUONG NHU MARTIAL ARTS CYPRESS DOJO

Cuong Nhu Martial Arts Cypress Dojo 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). Cuong Nhu Martial Arts Cypress Dojo 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 Department of Recreational Sports holds the responsibility to oversee the day-to-day functions and operations of Cuong Nhu Martial Arts Cypress Dojo, including the management of its finances, the selection of its members, and ensuring the organization adheres to University and department policies. The Student Organization Advisor shall be a representative from UF RecSports, decided upon and confirmed by the elected officers by a simple majority vote. The Student Organization Advisor will serve a term of one (1) academic year and is appointed in the month of April by the newly elected board. In the event that the Student Organization Advisor is unable to continue in their position, the officers may nominate a replacement at any time, and confirm by a simple majority vote.

ARTICLE VIII. OFFICERS

Section A. Roles and Responsibilities

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 Cuong Nhu Martial Arts Cypress Dojo shall be President, Vice-President, Treasurer, Outreach Coordinator, Secretary, and Social Media Manager. At no time should one person hold more than one of these positions. All officers serve a term of one academic year.

President: The President shall preside at all meetings of the organization and shall coordinate the work of the officers and committees.

Vice President: The Vice-President shall serve as an aide to the President and shall perform the duties of the President in their absence or inability to serve.

Treasurer: The Treasurer shall receive all monies of Cuong Nhu Martial Arts Cypress Dojo; shall keep an accurate record of receipts and expenditures; shall pay out local funds in accordance with the approved budget as authorized by the organization. The Treasurer shall present a financial statement at every meeting of Gator Leaders and at other times when requested by the President or Vice President.

Outreach Coordinator: The Outreach Coordinator shall be responsible for planning fundraising events (in coordination with the treasurer), volunteering events, and spectating events. The Outreach Coordinator is tasked with ensuring that the club fulfills all its requirements to be recognized as a club as per the rules stated by the Department of Recreational Sports.

Secretary: The Secretary is responsible for keeping meeting notes, keeping up with the club email, and aid in organizing social events.

Social Media Manager: The Social Media Manager is responsible for all Cuong Nhu accounts, including Instagram, Facebook, and Cypress Dojo website. They must maintain activity on those platforms and promptly respond to any inquiries made by potential members through them.

Section B. Updating Officer Positions

The current officers through simple majority vote may propose or remove additional board roles and define these roles for the next annual election. If any member wishes to nominate themselves for these additional positions, they may do so and participate in the election as a potential officer.

Section C. Term in Office

Officers shall assume their official duties at the close of the last general meeting of the academic year. They shall serve for a term of one (1) academic year and/or until their successors are elected/appointed.

Section D. Impeachment and Resignation

Any officer of Cuong Nhu Martial Arts Cypress Dojo may be removed from office through the following process:

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

If an officer is to resign from their position or otherwise become ineligible for said position during their term they must follow these procedures:

Part 1: Inform all other officers immediately.

Part 2: Should they be in possession of any club materials, they must return said materials to the highest acting club officer.

Part 3: In the event of officer resignation or ineligibility, a special provision may be granted to the remaining officers to appoint an interim replacement until an election may be held.

If the open position is for the President, Vice President, or Treasurer, the position is first offered to a lower ranking officer to take on those responsibilities until an election may be held, and an interim replacement is appointed for the newly opened position from the other club members. An interim replacement is appointed by the acting officers by a simple majority vote, and takes on the responsibilities of that position until an election may be held.

ARTICLE IX. ELECTIONS

Nominations for all officers will take place annually one to two weeks before election week through a digital form. Any member may nominate themselves, but not nominate any other voting member. Nominations may also be made during the election meeting prior to closing of nominations. Nominated persons must meet UF's officer eligibility requirements in Section 6C1-4.003 of the Regulations of UF to be eligible. The same person can run for multiple officer positions, but can only be elected for one. If any two members wish to do so, they may run as co-officers for any position and share that position's roles if elected. Only one pair of members can run as co-officers per election; if more than one pair wish to run, the first pair to nominate themselves will be given priority.

Election week will be held the final full week of March. Voting may be performed via one of two methods, decided by the previous year's board by a simple majority vote:

- The first method is in-person at the end of an official club meeting, where members must anonymously vote with a raise of hands and is moderated/counted by a club coach that is present. For each position, the candidates running will provide a 1 minute speech on why they should be elected, then voting will commence for that position. No voting member may vote more than once per position and may not look at other voting members. Nominated officers are elected in the following rank order - President, Vice President, Treasurer, Outreach Coordinator, Secretary, Social Media Manager.
- The second method is an anonymous electronic ballot that is open for 24 hours. Each candidate will write a short paragraph on why they should be elected. A simple majority vote is required to elect an officer. If there are more than two candidates running and/or no candidate receives a simple majority vote, there shall be a run-off simple majority vote between the top two vote recipients at the next general meeting. If a run-off vote occurs, whichever member receives a minimum 51% of the votes will win the position.

In the absence of clear direction on election, amendment, and /or voting procedures, Cuong Nhu Martial Arts Cypress Dojo 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, Cuong Nhu Martial Arts Cypress Dojo does not receive any funding or resources from Student Government, rather, this organization is eligible to be funded by the Department of Recreational Sports and/or fundraising activities such as merchandise sales, working at sports games, and entry fees from events. Cuong Nhu Martial Arts Cypress Dojo will not require membership dues. The funds will be used to buy more merchandise, to buy new equipment as necessary, to travel, and to financially aid members so

that they can attend regional and national Cuong Nhu events. Members are expected to participate in these fundraising activities. Cuong Nhu Martial Arts Cypress Dojo is ineligible for Student Government funding as a University-sponsored organization.

As a USSO, Cuong Nhu Martial Arts Cypress Dojo 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, Cuong Nhu Martial Arts Cypress Dojo will leave any assets and outstanding funds to the national non-profit organization, “Cuong Nhu Martial Arts 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. This constitution may be amended at any regular meeting of Cuong Nhu by a two thirds vote of the members present and voting, provided that notice of the proposed amendment was given at the previous meeting and that the proposed amendment shall be subject to approval of Student Engagement. Any member may propose an amendment. All amended constitutions must be submitted directly to Student Engagement for review and approval.