

Constitution of Florida Club Gymnastics

Article I. NAME OF ORGANIZATION

The name of this organization is “Florida Club Gymnastics.” This organization will utilize the acronym FCG.

Article II. ORGANIZATION AFFILIATION

As outlined in the RSO Classification Policy, Florida Club Gymnastics is considered a University Sponsored Student Organization. As a USSO, this organization is considered an extension of the university unit University of Florida, and operates within the scope and function of it. As such, Florida Club Gymnastics 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 primary purpose of this organization is to provide a healthy and safe environment for individuals interested in partaking in both recreational and competitive gymnastics at the University of Florida. We intend to represent the University of Florida in gymnastics competitions against other universities as well as promote fitness on the campus of the University of Florida. These goals shall be achieved through regular workouts, a structured environment, and a positive atmosphere. This organization shall be not for profit or non-commercial in nature.

ARTICLE IV. COMPLIANCE STATEMENT & UNIVERSITY REGULATIONS

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

Florida Club Gymnastics 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

Florida Club Gymnastics 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

Florida Club Gymnastics 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 Florida Club Gymnastics 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

Florida Club Gymnastics 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 FLORIDA CLUB GYMNASTICS

Florida Club Gymnastics 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). Florida Club Gymnastics 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 providing advisory support to officers and members and may not vote or hold office in the organization.

The office of Faculty Advisor is to be filled by a full time employee of the University of Florida. The faculty advisor should be one whose ideals are aligned with the organization's purpose and who is willing to serve as a source of information and advice for both officers and members of the club. The faculty advisor is welcome to, but not required to, attend any officer or member meetings; however, he or she may not vote in any Florida Club Gymnastics matters. The faculty advisor shall be appointed by UF Recsports. In the case that the members are dissatisfied with the University's selection, they may present their dissatisfaction at any members meeting at any time during the year. At this time, the members must present another candidate for the position. If not removed from office by the process previously described, the faculty advisor will serve until he or she wishes to resign. A faculty advisor may only resign at the end of the spring term and must give the president notice that he or she is planning to do so. At this time, a replacement will be nominated by the president and confirmed by a majority vote of the officers.

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 Florida Club Gymnastics shall be President, Vice-President, and Treasurer. At no time should one person hold more than one of these positions.

Section A: The elected officers of the club shall be: President, Vice President, Treasurer, Secretary, Historian, Fundraising Chair, Community Service Chair, Alumni Chair, Apparel Coordinator, Home Meet Chair, Orange Team Representative, and Men's Team Representative.

****In the case two members run for Co-Presidents, combine the duties of President and Vice President and split them evenly between the Co-Presidents.**

Part 1: The duties of the President shall be as follows: to represent the Florida Club Gymnastics at all Sports Club meetings as well as any necessary school events, schedule practices, meets, and meetings, lead all officer and members meetings, arrange and seek approval from the Sports Club Council for all travel plans, and oversee the duties of the other officers as well ensure smooth functioning and organization of the club.

Part 2: The Vice President shall assist the President with any necessary duties, assume Presidential responsibilities during a limited absence of the President, and run elections. The Vice President will take the role of the President in the event that the President resigns; should the Vice President decline to take the office, a new President will be elected by voting members.

Part 3: The duties of the Treasurer shall consist of payment of meet fees and practice fees, collection/payment of fees for our competition, applying for funding, organization and maintenance of the budget including maintenance of the drop box, paying for equipment and/or apparel, calculation and management of travel expenses, and reporting the budget to the officers at all officer meetings. The Treasurer shall notify the officers of the budget before and after all deposits and withdrawals.

Part 4: The duties of the Secretary shall include keeping a running list of all active and non-active members with contact information for each, taking roll at every general meeting, taking roll at fundraisers/concessions/charity events/practices, keeping an Excel file spreadsheet showing each member's points for each month and how they were earned, making phone calls or sending emails to meet host schools/hotels/car rental places/airlines to help plan for meets and travel, order apparel, and taking votes from the members when making a decision on what apparel to order.

Part 5: The Historian shall be responsible for photographing/videoing all events for the year, maintaining the website, setting up a team picture photoshoot for the year, posting on social media, and organizing team socials.

Part 6: The Fundraising Chair shall be responsible for planning two fundraisers per month. All fundraisers for the month must be planned and set up prior to the first of the month. The Fundraising Chair must send a schedule of the fundraisers for the term to the Secretary. Additionally, the Fundraising Chair must contact potential sponsors.

Part 7: The Community Service Chair shall be responsible for setting up at least one community service event per month. The community service events for the month must be planned and set up by the first day of that month. The Community Service Chair must send a schedule of all charity events for the month to the Secretary.

Part 8: The Alumni Chair shall be responsible for creating semesterly newsletters to email to FCG alumni and planning at least one alumni event for the school year.

Part 9: The Apparel Coordinator shall be responsible for designing, ordering, and distributing apparel for the club.

Part 10: The Home Meet Chair shall be responsible for planning, setting up, and carrying out a competition hosted by the Florida Club Gymnastics. This includes, but is not limited to, finding/securing a meet location, hiring judges, setting up/tearing down the equipment on competition day, planning/buying awards, advertising the competition to other clubs, keeping track of the entrants including registration forms/liability waivers, and advertising the competition around town. The meet chair will select a committee of members (4-5) to help in these efforts.

Part 11: The Orange Team Representative shall be responsible for running Orange Team practices. This includes but is not limited to, planning conditioning, leading stretches, and spotting/coaching when necessary. The Orange Team Representative will also serve as a voice for all Orange Team members.

Part 12: The Men's Team Representative shall be responsible for recruiting men to join FCG and assisting the Orange Team Representative at Orange Team practices. The Men's Team Representative will also serve as a voice for our Men's Team.

Part 12: All officers are required to attend executive board meetings weekly. They must attend Orange Team practices to assist with coaching. All officers must be 100% active in their respective positions and 75% active overall in the club to maintain their positions. If an officer does not uphold these responsibilities, they will face grounds for removal.

Section B: Any officer of Florida Club Gymnastics may be removed from office through the following process and for reasons stated above.

Part 1: A written request by at least three active members of the organization shall be submitted to the highest officer whom is not in questions eg. If the President is in question it should be sent to the Vice President, if the Treasurer is in question it should be sent to the president. 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 majority vote of members present at the meeting at which the officer in question responds to the request for removal 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.

Article IX. ELECTIONS

Section A: Elections should take place in early April to allow time for the new officers to transition into their new roles.

Section B: All nominations must be submitted by active members of the club. Any active member may nominate any other active member who has been an active member, including themselves, for any position. A member that is 75% active is allowed to run for two positions. An active member is allowed to hold two positions as long as one is not President, Vice President, or Treasurer. Nominations are due prior to the general body meeting at which elections will occur.

Section C: Members who are nominated and who decide to run for office may make a brief statement of their intentions in front of the voting members on the day the election is to be held.

Section D: Following the statements of intentions, the candidates for the position will leave the room. Civilized discussion will follow and then votes will be cast by secret ballot. The graduating seniors who may not vote shall count the votes. Majority vote for each office position will win. In the event of a tie, the seniors will be asked to vote. Voting can also be held online if needed.

Section E: Officers shall assume their official duties at the close of the last general meeting of the academic year. Officers shall serve until the end of the successive academic year at which time they must be re-nominated and reelected in order to serve an additional term. There is no limit to the number of terms an officer can serve.

Section F: If an officer decides to step down from office, another officer, as appointed by the other officers, will temporarily fill the position. The members will be notified about the vacancy and any eligible member willing to fill the office will be able to submit an application to the officers for nomination. The executive board will then hold a special secret vote after reviewing applications and appoint a new officer.

In the absence of clear direction on election, amendment, and /or voting procedures, Florida Club Gymnastics 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, Florida Club Gymnastics does not receive any funding or resources from Student Government, rather, this organization is funded by:

Section A: Members will be required to pay monthly fees throughout each semester. These fees are meant to cover expenses not funded by the program. Fees may go toward the following:

1. Meet fees
2. Travel expenses
3. Apparel

Section B: Fees will differ between competitive and noncompetitive members.

Part 1: Meet fees will be required of inactive competitive members during the spring semester. Each member who wishes to compete will be required to pay for his own entry into the competition. At the beginning of the Spring semester, the officers will decide which meets will be attended, and the members will be notified of the dates and costs.

The member must then pay their hotel and entry fees one week prior to the meet and will pay their portion of gas fees upon returning to Gainesville.

Part 2: After a meet, the Treasurer and other officers will calculate how much the travel expenses for the meet were. The cost will be divided evenly among all the attending members. The members will be notified of the required fee which must be paid to the Treasurer one week after the return date. Travel fees will go towards gas, tolls, hotels and entry fees as needed.

Part 3: Fees for apparel such as leotards and warm-ups will be required for the competitive teams. Noncompetitive members will have the option of whether or not they wish to purchase these items. Any fees required for apparel will be collected prior to ordering.

Section C: Members will be asked to fundraise each year. The money that is raised will be used to help the club pay for the facilities that are being used each year.

Section D: Funding will be provided in part by UF RecSports. The remaining funds the club requires will be acquired through fundraising events. These funds will go towards paying to rent the practice facilities that the club uses.

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, Florida Club Gymnastics will leave any assets and outstanding funds to The St. Jude Children's Hospital.

Article XII. OBTAINING ACTIVE STATUS

Section A: A member must earn active status semesterly, if that member wishes to benefit from any funds raised. Active status for a semester is obtained by achieving a certain percentage of the events offered in each category. An "active member" is defined as someone who is at least 25% active.

Part 1: Each semester, the executive board will determine tiers of 25%, 50%, 75%, and 100% that members should strive to earn. It should be based on the number of opportunities expected to be offered throughout the semester. This can also be amended at the end of the semester based on actual opportunities offered.

Part 2: Points are defined as:

- Practice: 1 point per practice
- Fundraiser: dependent on fundraiser
 - Food fundraiser: 1 point per fundraiser attended
 - Flips for Tips: 2 points per Flips attended
- Community Service: 1 point per hour

- General Body Meetings: 1 point for attending
- Social: 1 point per social event
- Publicity: 1 point per social media post

Part 3: Universal Points may be earned by going above and beyond the expectations to help the club. These points may be used as an additional point in any category.

- Driving other members to practice: 1 point
- Serving on the meet committee: 1 point
- Other efforts that the executive board deems appropriate

Part 4: Prior approval will be given if the secretary receives a notification prior to the general body meeting with a valid excuse of why the member will not be able to attend.

Valid excuses are:

- Illness
- Exam or Test
- Class
- Family Emergency
- Wedding

Other excuses may be granted at the discretion of the Secretary.

Section B: Granting of Funds

Part 1: A member must have an active status of 25% in the Fall semester in order to obtain any funding for competition in the Spring and vote for officers.

Part 2: A member must have active status for 75% for both semesters in order to run for office.

- The semesters are Fall and Spring

Article XIII. RULES AND PENALTIES

Section A: Travel

- When traveling, all team members are expected to remain together. Individuals wishing to visit with family or friends, without the rest of the team, in their free time must obtain approval from two executive board members prior to departing on the trip.
- In addition, the individual must return to the hotel where the rest of the team is by the set curfew.
- Finally, any rental cars are to be the property of the team and may not be used for individual desires (such as visiting a friend or family) regardless of whether or not the car was rented in the individual's name.
- Penalties for violating any of the aforementioned rules will be decided per individual situation by the executive board members. Some examples may be suspension of practice rights, suspension of competitive rights, suspension of travel rights, or suspension of rights to a part of any funds raised.

Section B: General Etiquette

All members are expected to conduct themselves in a respectful manner whenever participating in club activities. This includes any time a member is representing the club in person or on social media.

Any conduct which makes another club member uncomfortable will be addressed by the executive board and the member will face the appropriate consequences.

Section C: Media

All media collected during club activities must be consented to and released to the entire club upon request.

Rules for using a camera for photos or videos:

- If you are taking pictures of someone else, their consent must be used.
- If you are bringing a camera (phone or professional) to any gymnastics event or practice with the intent of taking pictures of other members, the camera must be approved.
- If you are taking pictures of other members, the pictures must be distributed to the club (and other clubs involved) within two weeks of the pictures being taken.
- If there are edits being made, the executive board should receive the pictures within two weeks with or without the edits. The edited pictures can be distributed at a later date within six weeks of the pictures being taken.
- You are allowed to take a picture or video of another member, if asked, on the other member's own device.
- You must receive explicit consent to use your own camera (phone or professional) if someone else asks you to take a picture of them.
- If posting on social media, consent to post content must be obtained.

Section D: Removal

If these rules above are not followed, the punishments are as follows:

- The members breaking these rules need to be informed of them and warned that if they continue not following the rules the consequences below are going to be followed.
- If the member does not follow the rules after the first warning, a meeting with the Executive Board will be scheduled, where at least the President and Vice President (or Co-Presidents) are present.
 - During this meeting, the member will be suspended from all club activities (practices, socials, fundraisers, community service events, etc.) for the entire semester that the incident occurred.
- In the event of media rule violations, all media must be given to the Executive Board within five days of this meeting and the Executive Board must distribute these pictures within five days to the rest of the club (including other clubs involved)
- After their suspension, the member can be reinstated.
- If after being reinstated to the club and the member breaks these rules again, the member will be permanently banned from the club and all club events.

The rules above are also applicable if the Executive Board is made aware of any other form of harassment at a practice or official club event.

Article XIV. AMENDMENTS TO THE 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 suggested by any active member of the organization. The suggested amendment must be formally presented at any executive board meeting. The amendment will be passed by a 2/3 majority vote by the executive board members.

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