

# **“IT’S-A-NEW-CLUB” Constitution**

## **SAMPLE CONSTITUTION FOR NEW CLUBS**

**Highlighted Sections MUST be included verbatim in all constitutions**

### **Article I Name**

- A. The name of this club shall be the IT’S-A-NEW-CLUB at USF St. Petersburg, hereinafter referred to as IT’S-A-NEW-CLUB or IANC.

### **Article II Affiliation**

- A. IT’S-A-NEW-CLUB at USF St. Petersburg is affiliated with IANC International.
- B. Members of IT’S-A-NEW-CLUB at USF St. Petersburg also qualify for membership in IANC International.

### **Article III Purpose**

- A. This organization is devoted to helping students acquire a better understanding of what it means to be a bull.
- B. This organization promotes general pride in the University of South Florida St. Petersburg campus and helps members become more acquainted to the campus.

### **Article IV Membership**

- A. Membership shall be limited to University of South Florida St. Petersburg (USFSP) students; however, faculty, staff, and any other individuals may be granted associate membership under special circumstances as determined by the Executive Board. Associate members do not vote, do not hold office, and are not entitled to the use of IT’S-A-NEW-CLUB funds.
- B. IT’S-A-NEW-CLUB shall consist of general members, associate members, and advisors.
- C. Active membership continues until an individual has graduated, withdrawn from the organization, or been removed from the organization.
- D. No dues, fees, assessments, fines, or other charged are required for membership in IANC.
- E. Members who do not exemplify the agreed upon standards of the club may be removed from the club. Reason for removal of member must be presented to the Executive Board. Written notification shall then be presented with reason for removal to the member in question. After the member in question has had their right to speak to the membership on their behalf, a vote is taken and said member may be removed by a 2/3 vote of the active and present voting members.

### **Article V Statement of Non-Discrimination**

- A. Students have the right not to be discriminated against by any agent or organization, including recognized student organizations of the USF System,

for reasons of age, creed, ethnic or national origin, gender, disability, marital status, political or social affiliation, race, religion, or sexual orientation. This policy will include, but not be limited to, recruiting, membership, organization activities, or opportunities to hold office.

## **Article VI Hazing Statement**

- A. This organization prohibits its members, both individually and collectively from committing any acts of hazing as defined herein: "Hazing" as defined by §1006.63, Florida Statutes, means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of a postsecondary institution, regardless of a person's willingness to participate. "Hazing" includes, but is not limited to, pressuring or coercing the student into violating state or federal law; any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance; or other forced physical activity that could adversely affect the physical health or safety of the student; and also includes any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student. Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.
- B. In addition to Florida Statutes §1006.63, hazing as defined by the USF system also includes, but is not limited to, the forced use of alcohol; morally degrading or humiliating games and activities; physical and psychological shocks; deception; verbal abuse; personal servitude; kidnapping; deprivation of privileges granted to others in the organization by use of force or duress; and any other activities which are contrary to academic achievement, the stated purpose of the local and/or (inter)national organization, and/or the mission, policies or regulations of the USF system or applicable state law.

## **Article VII Officers**

- A. IT'S-A-NEW-CLUB shall have a President, Vice President, Treasurer and Secretary. These officers comprise the Executive Board.
- B. All officers must be members of IT'S-A-NEW-CLUB and currently enrolled students at USFSP. The President and Vice President must be of junior or senior status.
- C. Election of officers shall be held annually. At least two weeks' notice shall be given before the election meeting. Nominations shall be initiated from the floor and elections done by secret ballot of the active and present voting members. The person receiving a majority vote will be elected.
- D. The term of office for officers shall be from July 1 to June 30.
- E. Any officer may be removed from their position by a 2/3 vote of the Executive Board. Any officer removed may appeal to the general membership. Said

officer shall be considered reinstated with 2/3 approval of the active and present voting members.

- F. Any vacancy which may occur in an office shall be filled by appointment from the President, pending ratification at the next general business meeting.

## **Article VIII Duties of Officers**

### **A. President:**

- i. The President shall chair all official IT'S-A-NEW-CLUB meetings.
- ii. The President shall be the chief executive officer and liaison to the USFSP community.
- iii. The President shall appoint all committee chairpersons.
- iv. The President shall direct the budget, with approval of the Executive Board and consultation with the Treasurer and Advisor.
- v. The President shall fill all vacancies in offices by appointment members to fill those vacancies, pending ratification at the next general business meeting.

### **B. Vice President:**

- i. The Vice President shall be the parliamentarian for the organization.
- ii. The Vice President shall assume the duties of the President should that office become vacant, or in the absence of the President.
- iii. The Vice President shall keep and have available current copies of the constitution and bylaws.
- iv. The Vice President shall be responsible for scheduling programs.
- v. The Vice President shall perform other duties as directed by the President.

### **C. Treasurer:**

- i. The Treasurer shall keep a current record of all financial transactions.
- ii. The Treasurer shall develop semester and annual reports containing a list of all financial transactions and distribute them among the membership.
- iii. The Treasurer shall be responsible for checking the accuracy of financial records and forms received from the University and the Department of Student Life & Engagement.
- iv. The Treasurer shall perform other duties as directed by the President.

### **D. Secretary:**

- i. The Secretary shall maintain all official records of the organization.
- ii. The Secretary shall take minutes at all meeting if IANC.
- iii. The Secretary shall perform other duties as directed by the President.

## **Article IX Advisor(s)**

- A. The Advisor shall provide constructive feedback to the organization.

- B. The Advisor shall serve as a resource to the organization and shall provide advice upon request, as well as share their knowledge and expertise.
- C. The Advisor shall be a faculty or staff member of USFSP.
- D. The Advisor shall be a non-voting, ex-officio member of the organization.
- E. The Advisor shall be selected by the Executive Board and approved by a 2/3 vote of the active and present voting members at the next general business meeting.

## **Article X Meetings and Quorums**

- A. The times for regularly scheduled meetings shall be determined each semester by the Executive Board.
- B. At least 5 days' notice shall be given for each regular business meeting
- C. Special or emergency meetings may be called by the Executive Board. A minimum of six hours' notice must be given to all members utilizing an appropriate means of notification (e-mail and/or phone tree list).
- D. All meetings shall include a roll call, announcement of the order of business, and disposition of the minutes.
- E. Executive Board meetings shall take place as determined each semester by the Executive Board.
- F. Attendance of a minimum of 3/5 of the Executive Board is necessary to conduct business at all meetings.

## **Article XI Parliamentary Procedure**

- A. *Robert's Rules of Order Newly Revised* shall be followed by the organization in all cases involving parliamentary procedure when it does not conflict with the constitution.
- B. The rules may be suspended by 2/3 vote of the active and present voting members.

## **Article XII Finances**

- A. The Treasurer shall be responsible for the finances and bookkeeping of the organization.
- B. Funds may be administered by the President, with approval of the Executive Board and consultation with the Treasurer and Advisor.

## **Article XIII Committees**

- A. Committees may be formed at the discretion of the President or Executive Board.
- B. Committee members shall be appointed by the Executive Board.
- C. The Committee Chair shall be appointed by the President.

## **Article XIV Amendments**

- A. Amendments to this constitution must be approved by a 3/5 vote of all active and present voting members at a general business meeting.

