

Graduate Political Scientists Constitution

Article I – Name of the Organization

The name of this organization shall be the **Graduate Political Scientists of the University of Central Florida**.

Article II – Preamble

It is the mission of this organization to promote political awareness among the University community, provide fellowship for graduate students studying political science, and to help such students succeed in their graduate studies and future careers. All activities and functions shall be legal under University, local, state, and federal laws.

Article III – Membership

Section 1: Membership Statement

Membership is limited to all students who have paid fees and are enrolled with the University of Central Florida. No discrimination shall be made on the basis of gender, race, age, creed, religion, disability sexual preference, national origin, marital status, parental status, or veteran's status. No hazing or discrimination will be used as a condition of membership in this organization.

Section 2: Recruitment

Recruitment shall take place throughout the year and membership is open at all times.

Section 3: Revocation of Membership

Membership may be revoked without mutual agreement for non-participation, misconduct, or violations of any provisions of the Constitution. The member will be notified of the possible revocation at least 72 hours prior to the vote and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal. Membership can only be revoked upon a 2/3-majority vote of eligible members.

Article IV – Officers

Section 1: Eligibility

All officers of the Graduate Political Scientists shall possess at least the minimum requirements to serve in a leadership position as stated in the most recent edition of The Golden Rule.

Section 2: Titles and Duties

The officers of this organization shall include a President, Vice President, Secretary, and Treasurer. Officers may hold up to two offices at one time, provided they are duly elected. However, the Treasurer and Vice President may not be the same officer. All

officers shall retain voting rights, however, the President shall only vote in case of a tie. Any officer may be re-elected however not for more than two consecutive terms.

The President shall:

- Supervise and control the activities of the organization
- Preside over meetings and call meetings to order
- Be on of two signers on financial documents
- Coordinate all conferences
- Ensure all officers are performing their duties as defined in this Constitution
- Assign special projects to officers

The Vice President shall:

- Assist the President in his or her duties
- Assumes the President's responsibilities in the case of the President's absence
- Keep accurate records of all meetings in the Secretary's absence
- Perform and audit all financial transactions of the organization twice each year
- Assist in special projects assigned by the President

The Secretary shall:

- Notify members of meetings via e-mail and/or telephone at least 48 hours in advance
- Keep accurate records of all meetings
- Maintain accurate lists of members and maintain attendance record
- Prepare ballots for elections
- Keep copies of constitution and have available for members
- Assist is special projects as assigned by the President

The Treasurer shall:

- Keep an accurate account of all funds received and expended
- Be one of two signers on financial documents
- Be responsible for collecting dues and notifying members who are delinquent in their payments
- Be responsible for creating budget reports at the beginning of each fall and spring semesters and as requested by the President, Vice President, and/or UCF faculty/staff advisor
- Provide financial records sufficient to allow the Vice-President to perform audit
- Assist in special projects as assigned by the President

Article V – Selection of Officers

Section 1: Eligibility to Vote and Hold Officer

Active voting membership will be limited to all students who are active members in good standing and currently enrolled at the University of Central Florida. Affiliate membership is limited to UCF faculty, staff, alumni, and Research Park employees, who may not vote or hold office.

Section 2: Nomination Process

The nomination of officers shall occur at the first meeting held in March. Any eligible member (as defined by Article III Section 1) present may nominate someone or themselves by verbally nominating the individual during this procedure. However, the nominee must be considered an eligible member (as defined by Article III Section I). Absentee ballots and proxy ballots are not permitted in the nomination or election process.

Section 3: Election Process

The election of officers shall occur at the first meeting held in April. Each nominated candidate will be given a chance to address the organization to discuss his or her qualifications and reasons why he or she seeks election. Once each candidate has had the opportunity to speak, all eligible members (as defined in Article III Section I) present will have the opportunity to vote by secret ballot. The faculty/staff advisor and current highest-ranking officer not running for office shall announce the officer with a simple majority of votes cast by eligible members. After announcing the new officer the highest-ranking officer not running for office shall ask if any eligible members contest the count. If not eligible member contests the count the new officer shall take office immediately. If an eligible member contests the count the faculty/staff advisor and the highest-ranking officer not running will recount all votes. In the event of a tie, the President shall cast the deciding vote for office unless he or she is running for the said office. In that case, the next highest-ranking officer will make the deciding vote.

Section 3: Term of Office

The length of office shall be no longer than one calendar year. Newly elected officers shall take office immediately after the announcement at the first scheduled meeting in April and their term will end at the first scheduled meeting the following April once new officers are announced.

Article VI – Officer Vacancies

Section 1: Removal of Officers

Any officer may be removed from office upon a 2/3-majority vote of eligible members. The officer will be notified in writing of the possible termination or removal at least 72 hours prior to the vote and will be allowed to address organization in order to relate any relevant defense prior to the voting for removal.

Section 2: Resignation

Officers no longer wishing to serve on the board must submit their resignation to the President at least two (2) weeks in advance. Prior to the officers final day he or she shall provide all documents relating to the organization and brief his or her replacement of current projects in is or her care.

Section 3: Filling Vacant Officer Positions

In the event an officer is removed or resigns, the nomination process as stated in Article V Section 2 will take place at the next scheduled meeting. The election process will take place as stated in Article V Section 3 at the next scheduled meeting following nomination. The newly elected officer's term shall end at the annual election in April.

Article VII -- Meetings

The quorum required to conduct business is fifty (50) percent of officers and thirty-three (33) percent of the organization's active members. The President will be in charge of calling meetings and the Secretary will be responsible to notify members. Members must be notified of meetings at least 48 hours in advance and shall be notified via e-mail and/or telephone. The President shall preside over all meetings.

Article VIII – Advisor

Section 1: Nomination and Role

The Advisor shall be elected by the officers of this organization and must be approved by a simple majority vote of eligible members. The Advisor shall serve as a mentor to the organization providing guidance to the officers and members. The Advisor has no voting rights. The Advisor position has no term limit other than he or she must be a current UCF faculty or staff member.

Section 2: Removal and Replacement of Advisor

The Advisor will be notified in writing of the possible removal at least 72 hours prior to the vote and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal. Upon a 2/3-majority vote of eligible members the Advisor will be removed from his or her duties. In the event that an Advisor is removed or resigns, a new Advisor shall be elected within 14 calendar days.

Article IX – Finances

Section 1: Membership Dues

Membership dues shall be twenty (20) dollars per year, or ten (10) dollars per semester. Membership dues will be collected at the first meeting of the fall and spring semesters. No membership dues will be collected during summer terms. All members including officers and affiliate members are required to pay membership dues. Only the UCF faculty/staff Advisor shall be exempt from membership dues.

Section 2: Spending Organization's Money

For the protection of the organization and its officers, it is required that two authorized signatures sign all monetary transactions. Only the President, Treasurer, and UCF faculty/staff Advisor can be signers on the organization's account. Organizational funds may be spent on items such as office supplies, events/activities, publicity, travel expenses, conference fees, etc., but will not be used for anything illegal under University, local, state, and federal laws.

Section 3: Office Transition

It shall be the responsibility of all account signers to change contact information as well as assisting in the update of new account signatures after each election with the organization's financial institution. In addition, the Treasurer will be responsible to pass along all information from previous year's budgets and current budget.

Section 4: Dissolution of Organization

In the event that the organization ceases to exist, any funds remaining in the organization's account shall be donated to the organization's charity – "Project Vote Smart."

Article X – Publications

All publications of the organization must comply with The Golden Rule "Advertising and Sings" section, Student Organization Guidelines "Advertising" section, and the University Identity and Standards Manual. The Secretary and President must approve all publications by prior to duplication and distribution.

Article XI – Amendments

Amendments to the constitution must be proposed in writing to the President. The amendment must then be presented to the organization during a scheduled meeting and should include a full explanation and/or rationale for the amendment. The amendment must be voted on at the next scheduled meeting. The amendment shall not take effect until approved by a 2/3-majority vote of eligible members of the organization.

History of Constitution

Created: January 13, 2003

Amended: March 8, 2003