

CONSTITUTION OF TENNIS ON WHEELS

at the

University of Florida

(Revised July 2006)

PREAMBLE

By acknowledging the need for better service and development in the Alachua County school district disabled classes, for the advancement of ourselves, our University, and our community; and through establishing a student organization that fulfills these needs for the betterment of service at local schools in developing character and pride in disabled children's lives by teaching the game of tennis,

We, the members as a motivated team, pledge ourselves to the betterment in serving and teaching disabled children the skills of tennis.

We, the members and elected representatives of Tennis on Wheels at the University of Florida, do hereby adopt this constitution.

ARTICLE I - NAME

The name of this organization shall be “Tennis On Wheels” at the University of Florida and shall hereafter be referred to in this constitution by the letter designation TOW.

ARTICLE II - OBJECTIVES

The objectives of TOW shall be:

1. To promote the betterment of service through a motivated team of University of Florida students as a not-for-profit organization;
2. To help develop character and pride in disabled students in the Alachua County school district through teaching the skills and game of tennis;
3. To coordinate sessions with the Alachua County schools that will benefit the University and community;
4. To raise monies which will continue the extent of the organization and services available to schools through tennis equipment and unified member shirts.

ARTICLE III - MEMBERSHIP

Section 1: Active Member

Any registered students at University of Florida may become a member of TOW at any time during the semester and remain an active member as they will. It is appreciated that members wishing no longer to be active give a written notice to one of the executive board members.

Section 2: Executive Board

TOW shall consist of an Executive board of Officers which have majority voting privileges, needing a 2/3 vote to pass any amendment.

Section 3: Voting Representatives

The majority voting representatives will be of the Executive board and shall be elected by the rules specified in Article X of the Bylaws. Non-registered students, including Faculty Advisor may not vote.

Section 4: Dissociating from TOW

All members are free to leave or dissociate from TOW without fear of retribution or harassment.

ARTICLE IV – OFFICERS

Section 1: Executive Board

The executive officers of TOW shall include the President, Vice President, Treasurer, Secretary, Session Leaders and Webmaster.

Section 2: Offices

Terms of office shall last one semester. Officers will be elected by the presiding President of the current semester for the following semester. Fall semester officers will be elected at the end of spring semester and spring semester officers will be elected at the end of fall semester.

ARTICLE V – QUALIFICATIONS OF OFFICERS

Section 1:

All members of TOW shall be eligible to serve as officers of the organization provided that:

1. They have been a member in good standing for at least one semester.
2. They shall be free of any academic and/or conduct probations.

ARTICLE VI – DUTIES OF THE OFFICERS

Section 1: President

The President shall:

1. Conduct all official TOW meetings.
2. Coordinate TOW activities and sessions.
3. See that other TOW officers perform their duties and communicate with them.
4. Supervise over all business affairs.
5. Co-sign with Treasurer on financial spendings.

6. Attend scheduled clinics/sessions.

Section 2: Vice President

The Vice President shall:

1. Perform all duties of the President in the event of the President's absence.
2. Assist President and other officers with their duties.
3. Plan volunteer information sessions.
4. Publicize and advertise TOW at the University of Florida.
5. Contact Alachua County schools to schedule TOW clinics/sessions.
6. Attend scheduled clinics/sessions.

Section 3: Treasurer

The Treasurer shall:

1. Advise the President and members of the current financial status of TOW.
2. Collect monies for the T-Shirt Fund.
3. Coordinate fundraising activities for the purchase of new tennis equipment.
4. Seek and manage donations given to TOW.
5. Attend scheduled clinics/sessions.

Section 4: Secretary

The Secretary shall:

1. Keep a roll of all TOW members.
2. Manage the TOW listserv and emails.
3. Update volunteer contact information.

4. Maintain and update semester session registrations.
5. Attend scheduled clinics/sessions.

Section 5: Session Leaders

The Session Leaders shall:

1. Lead and coordinate TOW sessions, more so than the other officers.
2. Develop new ideas and games for clinic sessions.
3. Help other officers locate additional places to volunteer.

Section 6: Webmaster

The Webmaster shall:

1. Set-up and maintain the TOW website.
2. Assist in organization publicity.
3. Attend scheduled clinics/sessions.

ARTICLE VII – ELECTION OF OFFICERS

Section 1: Nominations

Nominations for officer positions will be open during the second to last meeting of each semester and close on the last meeting of the semester. Candidates must meet all University requirements for officers of student organizations and the criteria listed in Article V of the constitution.

Section 2: Elections

Elections shall be held semesterly. Terms of office shall commence immediately after elections. All members shall be eligible for all offices and past officers may be re-elected. Elections of officers will be done through an interview process done by the President and Vice President after the last scheduled meeting of the semester. Within two weeks of the last meeting, all interviews will have been conducted and a final vote of simply majority by secret ballot will have been conducted

Section 3: Election of President

Candidates for President will go through the same process as other officers. The presiding President can not re-elect themselves for the next semester office. They can be nominated for the semester after they have not held the office of President to be re-elected.

Section 4: Special Elections

If the office of the President shall become vacant during the semester elected, then the Vice President shall assume the office. If the office of the Vice President shall become vacant during the semester elected, then the Treasurer shall assume the office. If the office of the Treasurer shall become vacant during the semester elected, then the Secretary shall assume the office. If the office of the Secretary shall become vacant during the semester elected, then one of the Session Leaders can become appointed by the President to assume the office. If one of the Session Leader positions shall become vacant during the semester elected, then the Webmaster shall assume the office. If the office of the Webmaster shall become vacant during the semester elected, then the Vice President shall assume the office along with their position or the President may appoint a member to the office.

ARTICLE VIII – IMPEACHMENT PROCESS

Any member of TOW has the right to bring charges against an executive board member in the case of misuse of authority or neglect of office. A majority vote by the members of TOW, executive board included, shall commence the impeachment proceedings. The accused officer shall be informed of the charges and have the right to defend oneself against the charges at the next scheduled meeting. A secret ballot majority vote of members shall expulse the officer from having any further affiliation with TOW.

ARTICLE IX – FACULTY ADVISOR

Section 1: Duties

The duties of the Faculty Advisor will be to guide TOW. The advisor shall help to locate participating schools and help the officers as needed.

Section 2: Appointment

The advisor will be chosen by a majority decision of the officers. This appointment shall be conducted at the end of the academic year, no later than new year organization registration.

ARTICLE X – MEETINGS

Section 1: First Meeting of Each Semester

The first meeting of each semester shall include a review of *Robert's Rules of Order (Newly Revised)* and a reading of the TOW Constitution and Bylaws. This meeting will establish the methods of parliamentary procedure that will govern all TOW meetings.

Section 2: Regular Meetings

Regular meetings of the general assembly of the TOW shall be held during regular semester sessions. All meetings shall be held at a time and place designated by the Vice President.

Section 3: Special Meetings

The president shall call special meetings of TOW for the specific purpose of transacting business, which can not await action at a regular meeting, or upon written request of one-fifth of the representatives of TOW.

Section 4: Meetings of Constituent Organizations

Constituent organizations are discouraged from holding regularly scheduled meetings at the same time as regularly scheduled meetings of the general assembly of the TOW.

ARTICLE XI – AMENDMENTS

Section 1: Proposing Amendments

Amendments to the TOW Constitution and Bylaws may be proposed by any active member of the TOW. Proposals shall be referred to the Vice President, which will verify adherence to University and Student Government rules and guidelines.

Section 2: Voting on Amendments

After proposed amendments are reviewed and accepted by the Vice President, the proposal shall be read in two regular general meetings. Immediately following the second reading, a vote by a quorum of TOW voting members shall be held. The amendment shall be adopted upon approval by a 2/3 majority vote of the quorum as per Article XI, Section II of the TOW Bylaws.

Section 3: Record of Amendments

A record of the Constitution and Bylaws shall be maintained by the Secretary and copies shall be made available to any member upon request.

ARTICLE XII – UNIVERSITY RULES AND REGULATIONS

Section 1:

All members and officers of TOW are subject to and shall abide by the University of Florida rules and regulations.

ARTICLE XIII – DISCRIMINATION

Section 1:

TOW shall not discriminate on the bases of race, ethnicity, creed, color, sex, sexual orientation, national origin, religion, disability, age, or any other classification as provided by law.

ARTICLE XIV – HAZING

Section 1:

TOW shall not haze any of its members as a criterion for acceptance into the organization.

ARTICLE XV – HARASSMENT

Section 1:

TOW shall for no reason harass any of its members whether they are active or no longer active members.

ARTICLE XVI – DUES

Section 1:

No dues shall be collected as a criterion for membership into TOW.

ARTICLE XVII – RATIFICATION

Section 1:

This Constitution shall be in effect upon ratification by TOW, subject to the rules and regulation of the University of Florida.

