

Garnet & Gold Key Constitution

Article I—Organization Name

The name of this organization shall be Garnet and Gold Key Leadership Honorarium, operating as Garnet & Gold Key.

Article II—Purpose

The purpose of Garnet & Gold Key is to recognize members of the Florida State University for their outstanding contributions in the areas of leadership, service, spirit, and scholastics; and to promote those activities, which foster further progress in these areas. Garnet & Gold Key aims to unite diverse areas of campus in order to work toward a common goal of celebrating traditions while striving toward progress.

Article III—Membership

Section 1: Membership Statement

This organization agrees to adhere to the University non-discrimination statement: No university student may be denied membership on the basis of race, creed, color, sex, religion, national origin, age, disability, veterans' or marital status, sexual orientation, gender identity, gender expression, or any other protected group status.

Section 2: Membership Classification

There shall be three classes of membership: active, honorary and alumni.

1. An active member shall be defined as an undergraduate or graduate student at the Florida State University who has been duly tapped and initiated into Garnet & Gold Key and attends 50% or more of the scheduled meetings.
2. Honorary members shall be defined as faculty, staff, or alumni past or present of the Florida State University, and beyond who have exemplified the ideals of leadership, scholarship, and service as such have been recognized, tapped, and initiated by the members of Garnet and Gold Key.
3. All members of Garnet and Gold Key who are in good standing at the time of their graduation from the Florida State University shall become alumni of Garnet and Gold Key and shall be entitled to all rights and privileges thereof.

Section 3: Membership Qualifications

1. To be eligible for active membership, a student candidate must meet the following requirements: one full academic year of residence at the Florida State University, completed a minimum of 45 hours of academic credit, have held or are currently holding a minimum of two leadership positions in different organizations at Florida State University, and a cumulative grade point average of a 3.0. In the event an applicant

displays exceptional leadership qualities, the Membership Committee shall have the option of waiving the required grade point average to no lower than 2.75. This shall be the only exception.

2. To be eligible for honorary membership selection, a candidate shall be, or shall have been at the Florida State University for one full academic year or shall have come recommended by the Alumni Affairs Committee.

Section 4: Application for Membership

Applicants for membership into Garnet and Gold Key shall submit an application form listing all pertinent biographical and collegiate information. All such forms shall be submitted a minimum of three days prior to the membership selection meeting.

Section 5: Membership Selection

The selection procedure for new members shall be under the jurisdiction of the Membership Committee chaired by the Vice-President of Membership. The committee shall select prospective Garnet and Gold Key candidates from qualified applicants as stipulated in Article III of this document. All former associate members shall be given first consideration for membership into Garnet and Gold Key.

Section 6: 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 in writing 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 the member's choice of either all active members or of the executive board. Revocation of membership will be valid for three (3) semesters. After three semesters have passed, the revoked member may contact the President and submit an appeal to be reviewed and voted upon with a 2/3 majority vote of the executive board to be recognized as an active member or a recognized alumni.

Section 7: Appeal Process

Any student whose membership is revoked will have seven (7) calendar days to appeal the revocation. The appeal must be submitted in writing to the President and Vice President of Administrative Affairs, and must include any relevant information that has not already been presented. The President will then submit the appeal to the Appeals Committee. This committee consists of 3 executive board members and 4 general members. This committee will then render a decision at the next general body meeting or in seven (7) calendar days, whichever occurs first.

Article IV—Officers

Section 1: Officers

The following shall be elected officers of this organization: President, Vice President of Membership, Vice President of Development, Vice President of Finance, Vice President of Programming, Vice President of Administrative Affairs, and Vice President of Public Relations.

Students wishing to apply for these positions may do so according to Article VI. Should any offices be vacant at any time prior to the final meeting of the academic year, the executive board shall make the position known and offer a week for members who wish to apply to do so.

All active members of Garnet & Gold Key shall be able to nominate a fellow member, or self-nominate, for these positions. The executive board has the right to release Officer Interest Forms and nominate a slate to be presented prior to the election. If this method is chosen, all members running for office must submit an Officer Interest Form to the President. Voting shall occur after the slating and nomination process, and each present and qualifying member shall be able to vote once via secret ballot.

Section 2: Duties of the officers

1. The President shall:
 - a. Be the chief executive officer of Garnet and Gold Key and as such shall exercise administrative supervision over all activities of the organization.
 - b. Lead the executive board in implementing all immediate and long-range strategies, programs and events that align with Garnet and Gold Key's overall goals and objectives.
 - c. Have the power of removal over all of the administrative officers upon a two thirds vote of the executive board.
 - d. Establish committees and appoint chairmen as deemed necessary.
 - e. Be a member of all committees and serve as chairman of the Rules and Procedures Committee.

2. The Vice President of Membership shall:
 - a. Assist the President.
 - b. Assume the presidential duties in the event of the president's absence for any reason.
 - c. Chair the membership committee.
 - d. Be ultimately responsible for the coordination and supervision of all Garnet and Gold Key membership recruitment activities. This shall include, but is not limited to the following: creating membership application, screening applicants prior to membership selection, planning a semesterly Membership Kickoff event in

coordination with the Vice President of Programming, and coordinating with the Vice President of Public Relations in the development of recruitment materials.

- e. Assist the Vice President of Development in coordinating and overseeing all Garnet and Gold Key new member activities. This shall include, but is not limited to planning initiation and developing and overseeing the Garnet and Gold Key New Member Education program.
 - f. Keep an updated and accurate record of all Garnet and Gold Key active members. This includes maintaining a digital copy of the initiation book.
3. Vice President of Development shall:
- a. Co-Chair the Fundraising Committee
 - b. Support and partner with the executive board and Student Foundation on all major fundraising initiatives.
 - c. Coordinate with the president in the development, implementation, and evaluation of all Garnet and Gold Key initiatives.
 - d. Monitor all donor information and report regularly on the progress of the development initiatives.
 - e. Create a New Member Development Course.
 - f. Coordinate further involvement with Torch Night Recipients.
4. The Vice President of Finance shall:
- a. Co-Chair the fundraising committee.
 - b. Be responsible for general supervision of the finances of Garnet and Gold Key. This includes both of the on and off campus account and the A and S fee account.
 - c. Receive all fees due to Garnet and Gold Key and give receipts.
 - d. Be responsible for the prompt payment of all bills of Garnet and Gold Key.
 - e. Maintain up to date financial records and give a financial report at each regular meeting of Garnet and Gold Key and an annual report at the close of office.
 - f. At the start of each semester prepare a working budget to be approved by a majority of voting of members of the executive board.
 - g. Collect application fees and dues.
5. The Vice President of Programming shall:
- a. Chair the Programming committee.
 - b. Oversee the planning, implementation, and evaluation of all programs of Garnet and Gold Key throughout the year, which includes but is not limited to Torch Night and Senior Hall of Fame.
 - c. Be ultimately responsible for planning and coordinating all Garnet and Gold Key social activities and functions both internally as well as on campus.

- d. Provide Vice President of Membership support with planning the membership kick-off event and Initiation.
6. Vice President of Administrative Affairs:
 - a. Chair the Alumni Affairs Committee
 - b. Take minutes and roll at all meetings, events and socials, keeping an accurate and continuing record of the activities of Garnet and Gold Key.
 - c. Maintain the Calendar of Events and the Involvement/Event listserv.
 - d. Keep an updated and accurate record of all Garnet and Gold Key Alumni.
 - e. Develop and publish a “Garnet and Gold Key Handbook.”
 - f. Be responsible for seeking and securing alumni worthy to be recognized as potential honorary members of Garnet and Gold Key.
 - g. Be responsible for maintaining a historical account of all activities performed by Garnet and Gold Key, its members, and its alumni.
 7. The Vice President of Public Relations shall:
 - a. Be responsible for all Garnet and Gold Key public relations efforts including, but not limited to, press releases, website, social media, and all other marketing tools.
 - b. Serve as the Membership Recruitment Publicist and responsible for the development of all recruitment materials.
 - c. Design, edit, and share a biannual member newsletter with all current members, officers, and appropriate university administration/faculty/staff.
 - d. Coordinate with the Vice President of Administrative Affairs in the designing, editing, and executing a biannual alumni newsletter.

ARTICLE V Committees

Section 1 Standing Committees

The following shall be standing committees of Garnet and Gold Key: Rules and Procedures, Membership, Programming, Fundraising, and Alumni Affairs.

Section 2 Rules and Procedures Committee

The Rules and Procedures committee shall consist of the following: President, Vice President of Membership, Vice President of Finance, Vice President of Programming, Vice President of Administrative Affairs, Vice President of Development, and Vice President of Public Relations, Advisor, and two active members at large to be designated by the President. The committee shall be chaired by the President and shall function as the policy and planning board of Garnet and Gold Key.

Section 3 Membership Committee

The Membership committee shall consist of the following: Executive officers, the Garnet and Gold Key advisor, and two members at large to be appointed by the President. The committee shall be chaired by the Vice President of Membership. This committee shall be responsible for all Garnet and Gold Key membership drive activities and the development and implementation of the Garnet and Gold Key New Member Education program.

Section 4 Programming Committee

The Programming committee shall be appointed by the President and chaired by the Vice President of Programming. The committee shall be responsible for the planning and execution of all Garnet and Gold Key socials, functions, and activities. This shall include direction and execution of Torch Night, the Senior Hall of Fame Luncheon and coordination of all other Garnet and Gold Key social functions and events deemed appropriate by the members of Garnet and Gold Key.

Section 5 Fundraising Committee

The Fundraising committee shall be appointed by the President and co-chaired by the Vice President of Finance and Vice President of Development. The committee shall be responsible for the creation and execution of all fundraising projects to benefit Garnet and Gold Key and Florida State University.

Section 6 Alumni Affairs Committee

The Alumni Affairs committee shall be appointed by the President and chaired by the Vice President of Administrative Affairs. The Alumni Affairs committee shall be responsible for all matters pertaining to Garnet and Gold Key Alumni. This shall include assisting with the designing, editing, and executing of the biannual alumni newsletter, developing and publishing a Garnet and Gold Key Handbook, and the securing of recommendations for all potential honorary Garnet and Gold Key members.

Section 7 Special Committees

Committees of special nature shall be established and appointed by the President as deemed necessary.

Section 8 Committee Decisions

Acceptance of all standing or special committee decisions shall be subject to a majority vote of the members present and voting at a regularly scheduled meeting.

Article VI—Selection of Officers

Section 1: Eligibility to Vote and Hold Office

Active voting membership will be limited to all students who are active members in good standing. Only active voting members who meet the requirements stated in Article IV, Section 1 are eligible to hold offices. In the instance that the executive board chooses to release Officer Interest Forms and nominate a slate, members running for office must submit forms to the President for the President and Vice President of Development to review.

Section 2: Nomination Process

The nomination of officers shall occur at the officer voting meeting during spring semester. After the President reveals the slated officers, any eligible member (as defined in Article III Section 1) present may nominate someone or themselves for office by verbally nominating the individual during this procedure. Only individuals who submitted an Officer Interest Form may be nominated to run for office. The nominee must also be considered an eligible member (as defined in Article III Section 1). 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 last meeting of the spring semester. The nominated candidates will be given a chance to address the organization to discuss his/her qualifications and reasons why they should be selected. Once each candidate has had the opportunity to speak, all eligible members (as defined in Article III Section 1) present will have the opportunity to vote by secret ballot. The faculty/staff advisor and/or the two current highest-ranking officer not running for office will tabulate all votes. The 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 no 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 for office will recount all votes. In the event of a tie, the President shall cast the deciding vote for office unless he/she is running for the said office. In that case, the next highest-ranking officer shall make the deciding vote.

Section 4: 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 of their election, and shall hold office until the following election or upon removal of office.

Article VII—Officer Vacancies

Section 1: Removal of Officers

Any officer may be removed from office upon a 2/3 majority vote of the executive board. 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 the organization in order to relate to members 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 officer's final day he/she shall provide all documents relating to the organization and brief his/her replacement of current projects in his/her care.

Section 3: Filling Vacant Officer Positions

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

ARTICLE VIII Meeting and Rules of Order

Section 1 Meetings

All general meetings of members shall be held at the discretion of the President and/or a majority of the Executive committee. All meetings must be announced a minimum of 24 hours in advance.

Section 2 Rules of Order

Garnet and Gold Key shall be governed by Robert's Rules of Order newly revised except in matters specially provided for in these by-laws.

Article IX—Advisor

Section 1: Nomination and Role

The advisor shall be selected 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/she must be a current FSU 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/her duties. In the event that an advisor is removed or resigns, a new advisor shall be elected within 14 calendar days.

Article X—Finances

Section 1: Membership Dues and Application fees

The Garnet and Gold Key executive board observes the authority to charge up to a \$20.00 non-refundable application fee for membership or other Garnet and Gold Key applications. The membership fee shall be a one-time fee \$75.00 payable on or before the initiation date. This fee shall cover dues and initiation expenses. All excess shall be placed in the general treasury. Honorary members shall be exempt from this fee. No membership dues will be collected during Summer terms. As stated in Article III Section 1, no university student may be denied membership due to inability to pay dues. If a member is seeking active voting membership status and is not able to pay dues, other arrangements will be made. Members may be asked to supply proof of financial hardship

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 and Vice President of Finance can be signers on the organization's account. All payments and purchases by the governing council are to be approved by the Vice President of Finance and the President. Any payments and purchases over 5% of the semester's budget are to be approved by the Garnet and Gold Key Advisor, not including the constitutionally cited membership dues. Organizational funds may not be used for anything illegal under University, local, state, and federal laws.

Section 3: Officer Transition

It shall be the responsibility of all account signers to change contact information as well as assist in the update of new account signatures after each election with the organization's financial institution. In addition, the Vice President of Finance will be responsible to pass along all information from previous year's budget and current budget. Each officer is responsible for providing typed transition materials for their successor to keep a record of yearly responsibilities.

Section 4: Dissolution of Organization

If for any reason Garnet and Gold Key Honorary at Florida State University is dissolved, all property thereof belonging to the organization shall automatically be transferred to the Florida State University Archives in compliance with the University Archives Policy (<http://policies.vpfa.fsu.edu/bmanual/archival.html>).

Article XI—Publications

Section 1: Compliance

All advertisements of the organization must comply with the University Posting Policy (posting.fsu.edu).

Section 2: Approval

The Vice President of Public Relations and President must approve all publications, shirts, flyers, etc. prior to duplication and distribution.

ARTICLE XII Amendments

These by-laws may be amended by a two-thirds quorum of the Garnet and Gold Key members voting at any meeting, provided that the amendments have been read and discussed in at least one meeting prior to the one in which they are voted upon.