

# **Constitution of First Person View Knights**

## **Article I—Organization Name**

The name of this organization shall be First Person View Knights. The organization may also refer to itself as FPVKnights.

## **Article II—Mission and Goals**

### Section 1: Mission

The mission of First Person View Knights is to give UCF students a place to learn, design, fly, and research multi-rotor aircraft. We will represent and place the University of Central Florida at the forefront of the competitive racing scene along with research and application of this new technology.

### Section 2: Goals

- To introduce students to the realm of multi-rotors.
- To further the knowledge of those already in the hobby.
- To represent the University of Central Florida in the collegiate racing scene.
- To research multi-rotors and push the limit of the technology.

### Section 3: Governing Authority

All activities and functions of the organization must be legal under University, local, state, and federal laws. The most recent version of the Golden Rule will supersede all requirements set forth during the creation and revision of this constitution. In addition, the most recent version of Robert's Rules of Order shall be the authority over those questions which have not been specified by university regulations or this constitution. Within this constitution, a majority shall be defined as "more than 50%."

## **Article III—Membership**

### Section 1: Membership Statement

Membership in this organization is limited to any student who is paying Activity and Service Fees and is currently and/or continuously enrolled at the University of Central Florida. No discrimination shall be made on the basis of race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identity, gender expression, or veteran status. Hazing will not be allowed as a condition of membership in this organization.

### Section 2: Additional Membership Requirements

Members must pay dues as per Article IX; Members must attend at least three events per-month or be active in a project or research position with the organization. Together with Article III, Section 1, these additional requirements define what it means to be an “active student member.”

### Section 3: Recruitment

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

### Section 4: Voting Rights

Only active student members are eligible to vote.

### Section 5: 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 affirmative vote of active student members.

### Section 6: Reinstatement of Membership

Membership may be reinstated after one full semester has passed. The former member may submit a request for reinstatement to the President. At the next membership meeting, the organization must vote on the reinstatement request. Membership may be reinstated by a 2/3 affirmative vote of active student members.

## **Article IV—Officers**

### Section 1: Eligibility

Potential officers must meet the minimum eligibility requirements of active student membership (Article III, Sections 1 and 2). All officers of the organization shall possess (at the time of election and during their term) at least the minimum requirements regarding enrollment hours, GPA, academic and disciplinary standing, and financial and disciplinary holds to serve in a leadership position, as stated in the most recent version of the Golden Rule of the University of Central Florida. Officers who do not meet these requirements during their term shall be resigned or removed.

### Section 2: Additional Eligibility Criteria

Potential officers must have been active student members for at least two consecutive semesters, including the semester of their nomination and election. The requirements of this section may be waived by a 2/3 affirmative vote of active student members, prior to nominations and elections.

### Section 3: Officer Requirements

Officers must attend all officer meetings, membership meetings, and events unless they have an excused absence. If unable to attend, a valid excuse must be presented to at least one of the E-Board. Absences can be expunged by a 2/3 affirmative vote of officers.

### Section 4: Titles and Duties

The officers of this organization shall include a President, Vice President, Treasurer, and Secretary. No officer will be permitted to hold more than one officer position at a time, unless appointed to an interim position as per Article VI, Section 3.

The President shall:

- Supervise and coordinate the activities of the organization.
- Preside over all meetings and call all meetings to order.
- Maintain communication with the Office of Student Involvement and ensure that all paperwork is current.
- Be one of three signers on financial documents.
- Be responsible for creating a budget at the beginning of each fall and spring semester, in conjunction with the Treasurer.
- Be responsible for creating the Budget Draft (a preliminary draft of the budget that is to be altered by individuals according to their duties in the Budget Board) and revising the Budget Draft with Budget Board (which consists of the Workshop Lead, Flight Lead, Project Chair, Research Lead, and Fundraising Lead) feedback in order to create the Finalized Budget (the revision of the Budget Draft, which is then submitted to OSI and visible to all active student members) at the beginning of each fall and spring semester, in conjunction with the Vice-President and Treasurer.
- Ensure that all officers are familiar with this Constitution, via a review to happen within one month of officer installation.
- Ensure that all officers are performing their duties as defined in this Constitution.
- Keep advisor informed of activities and functions of the organization.
- Be familiar with Robert's Rules of Order to conduct meetings.
- Be familiar with the Golden Rule regulations as they relate to student organizations and communicate them to the organization as needed.
- Provide all documents and records pertaining to their responsibilities to the newly-elected President.
- Assign special projects to officers.

The Vice President shall:

- Assist the President in their duties.
- Assume the President's responsibilities in their absence.
- Coordinate all conferences.
- Keep accurate records of all meetings in the Secretary's absence.
- Plan and be responsible for all retreats and training of the organization.
- Perform an audit of all financial transactions of the organization once per semester.
- Provide all documents and records pertaining to their responsibilities to the newly-elected Vice President.
- Oversee all internal affairs and events done by the Project Chair, Project Leads, Research Chair, Research Leads, Flight Lead, and Workshop Lead.
- Be responsible for creating the Budget Draft and revising the Budget Draft with Budget Board feedback in order to create the Finalized Budget at the beginning of each fall and spring semester, in conjunction with the President and Treasurer.
- Assist in special projects as assigned by the President.

The Treasurer shall:

- Keep an accurate account of all funds received and expended.
- Present a budget report of deposits and expenditures to the membership at least once per month, and as requested by the President, Vice President, advisor, or Office of Student Involvement.
- Be one of three signers on financial documents.
- Be responsible for collecting dues and notifying members who are delinquent in their payments.
- Be responsible for creating a budget at the beginning of each fall and spring semester, in conjunction with the President.
- Provide financial records sufficient to allow the Vice President to perform audits.
- Provide all documents and records pertaining to their responsibilities to the newly-elected Treasurer.
- Oversee Fundraising Lead and assists in their duties.
- Be responsible for creating the Budget Draft and revising the Budget Draft with Budget Board feedback in order to create the Finalized Budget at the beginning of each fall and spring semester, in conjunction with the President and Vice-President.
- Be responsible for sending a copy of the Budget Draft to the Budget Board in order to gain their feedback for the Finalized Budget.
- Assist in special projects as 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 minutes and records of all meetings.
- Maintain accurate list of members and their contact information.

- Prepare the organization's Update Form to submit to OSI at the beginning of each semester, and when there are changes in organizational information over the course of the semester.
- Take attendance at all meetings and maintain an attendance record.
- Prepare ballots for elections.
- Check eligibility for potential officers, prior to annual elections.
- Keep copy of constitution and have available for members.
- Provide all documents and records pertaining to their responsibilities to the newly-elected Secretary.
- Gather, organize, and update all non-monetary data for the organization. This includes, but is not limited to, shirt orders, lap times, attendance at events, event photography, alumni tracking, college contact information, and website management. Other non-monetary information defaults to the Secretary. Work in conjunction with Treasurer and Webmaster to achieve this.
- Oversee all inventory use and updates inventory for the club. Each individual Officer must keep accurate inventory data for their usage and update the Secretary for any and all changes.
- Assist in special projects as assigned by the President.

#### Section 5: Voting Rights

All officers shall retain voting rights; however, the President shall only vote in the case of a tie, with the exception of officer elections.

#### Section 6: Term of Office

The length of term of office shall be no longer than one year.

### **Article V—Selection of Officers**

#### Section 1: Announcement of Elections

The President shall, at least one meeting prior, announce the date of the upcoming nominations and elections. They shall also state the eligibility criteria (as defined in Article IV, Sections 1 *and* 2) and that all active student members interested in running for an office should bring written proof of eligibility to the nominations/elections meeting.

#### Section 2: Nomination Process

The nomination of officers shall occur each academic year at the membership meeting held in *February*. One of the officers not running for office (preference determined by the order listed in Article IV, starting with the President) shall facilitate the nomination and election process at this meeting. If this is not possible, the facilitator will be selected by a majority vote of active student members.

Any active student member present may nominate someone or themselves for office by verbally nominating the individual during this procedure. However, the nominee must be considered eligible for an officer position (as

defined in Article IV, Sections 1 *and* 2 as verified by the Secretary). Absentee/proxy ballots are not permitted in the nomination process.

### Section 3: Election Process

The election of officers shall occur at the membership meeting held in *March*. The order of elections shall be: President, Vice President, Treasurer, and Secretary. The organization may not proceed to the election of the next officer until the current one has been resolved.

The nominated candidates for each office will be given a chance to address the organization to discuss their qualifications and reasons why they should be selected to that office. Candidates will speak to the organization in alphabetical order by last name. Once each candidate for that office has had the opportunity to speak, all active student members present (minus the nominations/elections facilitator described in Section 1 above) will have the opportunity to vote by secret ballot. Absentee/proxy ballots are not permitted in the election process.

The nominations/elections facilitator will tabulate all votes immediately, in the presence of the organization. A candidate shall be elected by a majority of all votes cast by active student members. If no candidate receives a majority of votes, the top two candidates will immediately enter into a run-off election. In the event of a tie, the nominations/elections facilitator shall cast a vote to break the tie.

The nominations/elections facilitator will announce the new officer and ask if any active student member contests the count. If no active student member contests the count, the new officer shall take office as per Article V, Section 4. If an active student member contests the count, each candidate may select an active student member to supervise the recount. The nominations/elections facilitator will immediately recount all votes in the presence of the selected representatives. Once an officer is confirmed, the organization will proceed to elections for the next officer.

### Section 4: Installation of Officers

Newly elected officers shall take office immediately following the membership meeting in March and their term will end immediately following the membership meeting the next March. Current officers should assist in the transition and training of the officers-elect, from elections until installation. A change in officer information should be reported to the Office of Student Involvement, via Update Form, within 10 school days of installation.

### Section 5: Re-election

Any officer may be re-elected; however, not for more than two consecutive terms in the same officer position. Officers cannot reappoint themselves for a subsequent term, they must be re-elected as described in Article V.

## **Article VI—Officer Vacancies**

### Section 1: Removal of Officers

Leadership may be revoked without mutual agreement for non-participation, misconduct, failure to fulfill job duties, or violations of any provisions of the Constitution. The officer will be notified in writing of the possible removal from office 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. Any officer may be removed from office upon a 2/3 affirmative vote of active student members. The removed officer shall provide all documents relating to the organization and brief their replacement of current projects in their care.

### Section 2: Resignation

Officers no longer wishing to serve on the board must submit their resignation to the President (or Vice President if the President is resigning) and advisor at least two (2) weeks in advance. Prior to the officer's final day they shall provide all documents relating to the organization and brief their replacement of current projects in their care.

### Section 3: Filling Vacant Officer Positions

In the event an officer (besides President) is removed or resigns, the remaining officers will decide if the position is to be filled. If it is to be filled, the nomination and election process as stated in Article V will take place at the next membership meeting. The officers may appoint an interim officer to serve in the vacant position until the next membership meeting.

If the President is removed or resigns, the Vice President will assume the role of President upon a majority confirmation of the remaining officers. If not confirmed, the position of the President will be filled as per the paragraph above.

The newly elected officer's term shall end at the annual installation of officers in *April*. A change in officer information should be reported to the Office of Student Involvement, via Update Form, within 10 school days of the election.

## **Article VII— Non-Officio Leaders**

### Section 1: Eligibility

Potential leaders must meet the minimum eligibility requirements of active student membership (Article III, Sections 1 and 2).

#### Section 2: Additional Eligibility Criteria

Potential leaders must have been active student members for at least two consecutive semesters, including the semester of their nomination and election. The requirements of this section may be waived by a 2/3 affirmative vote of current officers, prior to nominations and elections.

#### Section 3:

Must attend all membership meetings and officer meetings. If unable to attend, a valid excuse must be presented to at least one of the officers.

#### Section 4: Titles and Duties

The Project Chair shall:

- Oversees the activities and progress of any and all ongoing projects.
- Sends Nominations for future Project Leads to the E-Board.
- Sends Budget Draft to Project Leads, receives it back from them revised, and reviews any budget requests in line with Budget Draft before they are re-submitted to the Treasurer. Can edit and redistribute funds from Budget Draft as necessary between projects. If disputes over budget arise, it is this officer's duty to solve them. If they cannot be resolved, it can be brought to the E-Board who have the final say.
- Can present to the E-board reasons to remove a Project Lead, during an officer meeting or a private E - Board meeting.
- Can propose new projects to the E-board and get public opinion from non-officer members.
- Oversees all use of inventory use within Projects.
- Provide all documents and records pertaining to their responsibilities to the newly-elected Project Chair.
- Assist in special projects as assigned by the President.

The Project Lead(s) shall:

- Runs the activities of a particular project to which they were appointed lead.
- Will maintain an inventory of any materials that are used or stored and should update said inventory at least twice a semester (the beginning and end).
- Receives their portion of the Budget Draft from the Project Chair and can update it as necessary.
- Works with Project Chair to create the Revised Budget Draft to be submitted to the Treasurer.
- Can choose an assistant for the duration of their term as a lead.
- Provide all documents and records pertaining to their responsibilities to the newly-elected Project Lead(s).
- Assist in special projects as assigned by the President.



The Research Chair shall:

- Oversees the activities and progress of any and all ongoing research.
- Nominates future leads and the E-Board will elect a lead.
- Sends, receives, and reviews any budget requests from research leads in line with Budget Draft before they are re-submitted to the Treasurer. Can edit and redistribute funds from Budget Draft as necessary between research projects. If disputes over budget arise, it is this officer's duty to solve them. If they cannot be resolved, it can be brought to the E-Board who have the final say.
- Can present to the E-board reasons to remove a Research Lead, during an officer meeting or a private E-Board meeting.
- Can propose new Research Projects to the E-board and get public opinion from non-officer members.
- Oversees all use of inventory use within Research Projects.
- Provide all documents and records pertaining to their responsibilities to the newly-elected Research Chair.
- Assist in special projects as assigned by the President.

The Research Lead(s) shall:

- Runs the activities of a particular Research Project to which they were appointed lead.
- Will maintain an inventory of any materials that are used or stored and should update said inventory at least twice a semester (the beginning and end).
- Receives their portion of the Budget Draft from the Research Chair and can update it as necessary.
- Works with Research Chair to create the Revised Budget Draft to be submitted to the Treasurer.
- Can choose an assistant for the duration of their term as a lead.
- Provide all documents and records pertaining to their responsibilities to the newly-elected Research Lead.
- Assist in special projects as assigned by the President.

The Flight Lead(s) shall:

- Will have the job of teaching members how to pilot a multi-rotor on weekend flight days.
- Offers and organizes new flight events and activities as approved by the E-Board.
- Must be certified to fly recreational and commercial drones. Must keep all club-drones (drones built for club use with club funds) registered to the club.
- Has to set up any race course or necessary equipment needed to fly on that particular day.
- Records any official lap-times for racers trying to enter competitions.
- Organizes the competition race team in practices and signs them up for competitions.
- Coordinates budget requests with other Flight Leads in line with Budget Draft before they are re-submitted to the Treasurer.
- Can choose an assistant for the duration of their term as a lead.
- Provide all documents and records pertaining to their responsibilities to the newly-elected Flight Lead.
- Assist in special projects as assigned by the President.

The Workshop Lead(s) shall:

- Will run any and all workshops being conducted during the semester.
- Has to create any required presentations or instructional material for the specific workshop being conducted on that day.
- Will maintain an inventory of any materials that are used or stored and should update said inventory at least twice a semester (the beginning and end).
- Coordinates budget requests with other Workshop Leads in line with Budget Draft before they are re-submitted to the Treasurer.
- Provide all documents and records pertaining to their responsibilities to the newly-elected Workshop Lead.
- Assist in special projects as assigned by the President.

The Webmaster shall:

- Shall create and constantly maintain the website and make sure that it has the most updated information.
- Will also maintain a social media presence on various social media platforms (YouTube, Instagram, etc.) to promote the organization.
- All video posts must be approved by Secretary before posting.
- Uploads new flight videos to YouTube at least once a month about the flights within FPVKnights.
- Uploads videos about research projects and uploads progress once a month.
- Uploads videos about new developments and interesting events.
- Accepts flight videos done by active student members for compilations about UCF drone pilots; uploads at least three of these compilations a semester, but it is preferred that a compilation is uploaded once a month.
- Provide all documents and records pertaining to their responsibilities to the newly-elected Webmaster.
- Assist in special projects as assigned by the President

The Fundraising Lead(s) shall:

- Shall organize and run various fundraising events throughout the semester.
- Must actively search for and attempt the acquisition of new sponsors for components and funds needed to run this organization.
- Coordinates budget requests with other Fundraising Leads in line with Budget Draft before they are re-submitted to the Treasurer.
- Must keep track and log all funds raised during the events, as well as attendance, and present said log directly to the Treasurer and Secretary respectfully.
- Provide all documents and records pertaining to their responsibilities to the newly-elected Workshop Lead.
- Assist in special projects as assigned by the President.

## Section 5: Installation

The appointment of Non-Officio Leaders will be done after the nominations and interviews of these active student members by the newly instated Officers. Their ability to be in the position they are interview for will be determined by their organization track record which includes, but not limited to: their interview, work ethic, experience related to the position they are applying to, along with testimonials of any officer (the testimonial of previous position holding officer will be given greater weight).

Newly elected Non-Officio Leaders shall take office immediately following their appointment by the officers after the appointment meeting and their term will end immediately following the next appointment meeting. Current Non-Officio Leaders should assist in the transition and training of the Non-Officio Leaders, from appointment until installation.

## Section 6: Re-election

Any Non-Officio Leaders may be re-appointed; however, not for more than two consecutive terms in the same position. Non-Officio Leaders cannot reappoint themselves for a subsequent term, they must be re-appointed as described in Article VII, Section 5.

## **Article VIII—Meetings and Events**

### Section 1: Membership Meetings

The membership should meet *at least once per month* during the fall and spring semesters. Meetings are open to those defined in Article III, Section 1, and officers (except the President, unless otherwise stated) and active student members (unless otherwise stated) are allowed one vote per motion. The quorum required to conduct business is a majority of the officers and organization's active student members. Unless otherwise stated in this constitution, a motion is considered passed with a majority vote.

### Section 2: Officer Meetings

The officers should meet *at least once per week* during the fall and spring semesters. Meetings are open to those defined in Article III, Section 1, and officers (except the President, unless otherwise stated) are allowed one vote per motion. The quorum required to conduct business is a majority of the officers. Unless otherwise stated in this constitution, a motion is considered passed with a majority vote.

### Section 3: Calling Meetings

The President will be in charge of calling meetings and the Secretary will be responsible for notifying all members and/or officers at least 48 hours in advance, by e-mail and/or telephone. A majority vote of the officers or active student members may also call a meeting.

#### Section 4: Meeting Procedure

The President shall use their discretion as to the manner and process in which they preside over meetings. However, the President shall follow Robert's Rules of Order in a given meeting if 2/3 of the active student members so request.

#### Section 5: Events

Events shall be held periodically during the fall and spring semesters. Events are open to those defined in Article III, Section 1. The President will be in charge of calling events and the Secretary will be responsible for notifying all members at least 48 hours in advance, by e-mail and/or telephone.

### **Article IX—Advisor**

#### Section 1: Selection

The advisor shall be selected by the officers. To be eligible to serve as the advisor, the person must be a contracted UCF employee (faculty or A&P), as defined by Human Resources.

#### Section 2: Role and Authority

The advisor shall serve as a mentor to the organization, providing guidance to the officers and members in the development and implementation of programs and activities, as well as UCF policy and procedure. Additionally, the advisor will monitor expenditures of the organization. The advisor has no voting rights. The advisor must be willing to obtain an appropriate level of experience, resource information, and knowledge related to the mission, purpose, and activities of the organization.

#### Section 3: Length of Term

The advisor has no term limit as long as they remain a contracted UCF employee.

#### Section 4: 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 majority vote of active student members, the advisor will be removed from their duties. In the event that an advisor is removed or resigns, a new advisor shall be elected within 15 school days. A change in advisor information should be immediately reported to the Office of Student Involvement, via Update Form.

## **Article X—Finances**

### **Section 1: Membership Dues**

Membership dues shall be \$20.00 per year or \$10.00 per semester. Membership dues will be collected by the Treasurer during the fall and spring semesters only. All active student members, including officers, are required to pay membership dues. Full or partial refunds can only be granted upon a 2/3 affirmative vote of the officers.

### **Section 2: Budget Approval**

The Treasurer (in conjunction with the President) shall create a budget for the fall and spring semesters. The officers and active student members must approve the budget within the first month of each semester. New expenditures, above \$30, not approved in the semester budget must be approved by a vote of the active student members.

### **Section 3: Financial Authority**

For the protection of the organization and its officers, it is required that two authorized persons approve all monetary transactions. Only the President, Treasurer, and Advisor can be signers with the organization's financial institution. Organizational funds may be spent on items such as office supplies, events and activities, publicity, travel expenses, and conference fees, but will not be used for anything illegal under University, local, state, and federal laws. All funds must be deposited within 24 business hours after collection.

### **Section 4: 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 with the organization's financial institution after each election. In addition, it is the outgoing Treasurer's responsibility to compile and present all banking documents and information about the previous and current budget to the new Treasurer.

### **Section 5: Dissolution of Organization**

In the event that the organization ceases to exist, any funds remaining in the organization's account shall be donated to:

Arnold Palmer Medical Center Foundation

92 W Miller St, Orlando, FL 32806

(407) 649-9111

## **Article XI – External Affiliations**

*None.*

## **Article XII – Committees**

Committees may be formed by a vote of officers or active student members. At the time of formation, the process for committee member selection, chair selection, and committee and chair responsibilities must also be approved. Committees may be dissolved by a vote of officers or active student members.

## **Article XIII—Publications and Advertising**

### Section 1: Compliance

All graphics and publicity of the organization must comply with the Golden Rule, Event Policies, Student Union and other building guidelines, and the UCF University Marketing Graphic Standards.

### Section 2: Approval

The Secretary and President must unanimously approve all graphics and publicity (e.g., shirts, flyers, and other forms of advertising/marketing) prior to duplication and distribution.

## **Article XIV—Ratification and Empowerment**

### Section 1: Ratification

This constitution will become ratified by a 2/3 approval of the officers of the organization.

### Section 2: Empowerment

This constitution will take effect only after it is approved by the Student Government Association and Office of Student Involvement.

## **Article XV—Risk Management**

### Section 1: General

The organization will follow all risk management guidelines and procedures as provided by Office of Student Involvement or other university entities, in regards to organizational activities, event planning, and group travel. Additionally, officers of the organization will continually review organizational procedures in attempt to minimize any potential risks.

### **Article XVI—Amendments**

Amendments to the constitution must be proposed in writing to the President. The amendment must then be presented to the organization during a membership meeting and should include a full explanation and/or rationale for the amendment. The amendment must be voted on at the following membership meeting and approved by a 2/3 affirmative vote of active student members. All amended constitutions must be submitted to the Office of Student Involvement within two school weeks. The amendment shall not take effect until approved by the Office of Student Involvement.

History of Constitution

Created: 7/28/17

Revised: