

Constitution

Tau Sigma National Honor Society

Article I-Organization Name

The name of this organization shall be Tau Sigma National Honor Society. The organization may also refer to itself as Tau Sigma Zeta Chapter.

Article II-Mission and Goals

Section 1: Mission

The purpose of the Organization shall be to recognize the academic achievement of students transferring to the University of Central Florida from another academic institution and to encourage and promote the students' involvement in the institution to which they have transferred.

Section 2: Goals

It is our goal to encourage and promote involvement at UCF, especially in activities and programs that assist other transfer students in making a successful transition. A secondary goal is to promote academic support for transfer students.

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

1. Students shall have transferred to the University of Central Florida from another academic institution.
2. Students must be registered in a course of study leading to a bachelor's degree and have (12) credits at UCF.
3. The minimum academic average required for membership is a 3.5 on a 4.0 scale during the term in question at the University of Central Florida or having an academic average that places the prospective candidate in the top 20% of incoming students during the term in question.
4. Students are only eligible to join Tau Sigma during their first year at UCF and will receive an invitation if they meet the requirements to join Tau Sigma by their second semester at UCF.
5. A Summer school session equivalent to (6) credit hours combined either through Session A, B, C, or D may be used for admittance into Tau Sigma. Students eligible during the Summer and Spring semesters are invited to join Tau Sigma in the Fall. Students eligible in the Fall are invited to join Tau Sigma in the Spring. Full-time enrollment is defined as (12) credit hours for the Fall and Spring semesters, and (6) credit hours for the Summer.
6. Members are required to pay a one-time dues payment as outlined in Article IX, Section 1.

7. An Active Student Member is defined as a student who has paid their one-time membership fee and has gone to at least 2 events during the Summer, Fall, or Spring and will be considered a voting member.

Section 3: Recruitment

Recruitment shall take place during the Spring and Summer, and applicants meeting the requirements for admittance into Tau Sigma will be invited to join the during the Fall and Spring semesters according to the Tau Sigma National Headquarters.

Section 4: Voting Rights

Only active student members are eligible to vote as described by (Article III, Sections 1 and 2).

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 the 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: Officer Requirements

Officers are required to attend at least 65% of all major events and 50% of all minor events organized by the board per semester. Exceptions for emergencies or academic engagements will be upheld at the discretion of a 2/3 vote of the entire E-Board, excluding the vote of the President except in the event of a tie. One major event will always include the induction ceremony for the Fall and for the Spring. The classification of “major” and “minor” shall be determined by the E-Board at the beginning of each year. All officers are required to partner to create at minimum five major events and four minor events each semester. Failure of any officer to meet these requirements may result in the removal of an officer, pending a 2/3 vote of the entire E-Board excluding the vote of the President except in the event of a tie. Each officer is required to hold two office hours per week, fulfilling the purpose of attending to Tau Sigma related duties.

Section 3: Titles and Duties

The officers of this organization shall include a President, Vice President, Treasurer, Two Secretaries, Activity Coordinator, Media & Outreach Coordinator, and Community Service Coordinator. 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.
- Ensure that all officers are familiar with this Constitution, via a review to happen within one month of officer installation.
- Provide all documents and records pertaining to their responsibilities to the newly elected President.

The Vice-President Shall:

- 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.
- Be receptive to ideas from officers and study body in a manner that will allow open communication and idea innovation to enhance the mission of the organization.
- 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 Secretaries 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.
- Assisting in mailing out induction materials to members.
- Provide all documents and records pertaining to their responsibilities to the newly elected Vice- President.
- 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 creating a budget at the beginning of each fall and spring semester, in conjunction with the President.
- Work with the Community Service Coordinator to raise money for Knight-Thon at UCF.
- Provide financial records to allow the Vice President to perform audits.
- Provide a monthly report of all expenses to the E-Board.
- Provide a running excel document for each semester to document all expenses.

- Be responsible for maintaining the financial components of the mailing system and ensuring that members pay for their induction materials.
- Assisting in mailing out induction materials to members.
- Provide all documents and records pertaining to their responsibilities to the newly elected Treasurer.
- Assist in special projects as assigned by the President.

The Two Secretaries 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.
- Digitalizing membership certificates each semester.
- 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.
- Assisting in mailing out induction materials to members.
- Provide all documents and records pertaining to their responsibilities to the newly elected Secretaries.
- Assist in special projects as assigned by the President.

The Activity Coordinator shall:

- Oversee the planning and facilitation of all inductions and events.
- Attend half of all events scheduled each semester.
- Create flyer's with events scheduled for the semester. Pass out at inductions, meetings and leave copies with the advisors.
- E-mail the Media & Outreach Coordinator for all event updates to be placed on the chapter's social media platforms.
- Assisting in mailing out induction materials to members.
- Working with the Treasurer to ensure that events do not go over budget.
- Provide all documents and records pertaining to their responsibilities to the newly elected Activity Coordinator.
- Assist in special projects as assigned by the President.

The Media & Outreach Coordinator shall:

- Update social media regularly for the chapter.
- Assist the Community Service Coordinator with ideas on how to reach members by use of social media platforms.
- Assist the Community Service Coordinator with Tau Sigma's official scrapbook.
- Distribute the flyers for events on the chapter's social media platforms.
- Take photos of events and put them on the chapter's social media platforms.
- Assisting in mailing out induction materials to members.
- Take videos of events or meetings and upload them on the chapter's social media platforms.
- Provide all documents and records pertaining to their responsibilities to the newly elected Media & Outreach Coordinator.
- Assist in special projects as assigned by the President.

The Community Service Coordinator

- Ensure constant communication with all members.

- Work with the Activity Coordinator and Media & Outreach Coordinator to brainstorm ideas on how to best meet the needs of the members.
- Notify the E-Board on ideas of members or their concerns.
- Brainstorm ideas for increasing membership involvement.
- Brainstorm scholarship ideas for members.
- Create ideas for potential community service events.
- Assist the Treasurer in raising money for Knight-Thon at UCF.
- Create ideas for promotional items.
- Maintaining the peace at meetings or events.
- Assisting in mailing out induction materials to members.
- Provide all documents and records pertaining to their responsibilities to the newly elected Community Service Coordinator.
- 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 for a position shall be no longer than one academic year. An officer can run for a different position within the organization in the following year.

Article V-Selection of Officers

Section 1: Announcement of Elections

The President shall, at least two meetings prior, announce the date of the upcoming nominations and elections. They shall also state the eligibility criteria (as defined in Article IV, Sections I 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 March. 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 Secretaries). Absentee/proxy ballots are not permitted in the nomination process. The election of officers shall occur at the membership meeting held in March. The order of elections shall be: President, Vice President, Treasurer, Secretaries, Activity Coordinator, Media & Outreach Coordinator, and Community Service Coordinator. 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 April and their term will end immediately following the membership meeting the next April. 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

An officer may not be re-elected for the same position; however, they can run for a different position the following year. Officers cannot reappoint themselves for a subsequent term, they must re-run and follow the requirements 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-Meetings

Section 1: Membership Meetings

The membership will meet bi-weekly 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 once a week for updates and/or changes with the chapter. 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 Secretaries 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 Secretaries will be responsible for notifying all members at least 48 hours in advance, by e-mail and/or telephone.

Article VIII-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 IX-Finances

Section 1: Membership Dues

Membership dues shall be a one-time fee of fifty dollars (\$55) upon initiation into the organization. Forty dollars (\$40) of the one-time fee is to be sent to the Tau Sigma National Headquarters. Membership dues will be collected by the treasurer from the Tau Sigma National Headquarters during the fall and spring semesters only. All active student members, including officers, are required to pay membership dues. No refunds shall be issued.

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 \$500.00, 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 at minimum, 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.

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:

Second Harvest Food Bank of Central Florida
411 Mercy Dr.
Orlando, FL 32805
407.295.1066

Article X- External Affiliations This chapter shall be affiliated with the National Tau Sigma Organization. The National Council of Tau Sigma shall have the power to discipline chapters. Such action shall be taken upon the recommendation of a member of the National Council. This power shall include placing a chapter on probation, rendering a chapter inactive, and revoking the charter and recovering any property of the national organization. A chapter may be declared inactive by the National Council if it fails for three successive years to initiate twenty student members per academic year.

Each chapter shall be required to make an annual status report to the Executive Director of the National Council. The rules and regulations of the external affiliate shall be followed when not inconsistent with the rules and regulations of this Constitution and University of Central Florida.

Article XI-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 2/3 vote of officers or by a 2/3 vote of active student members.

Article XII-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 President, the Activity Coordinator, and the Media & Outreach Coordinator must unanimously approve all graphics and publicity (e.g., shirts, flyers, and other forms of advertising/marketing) prior to duplication and distribution.

Article XIII-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 XIV—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, regarding 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 XV-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: November 2000

Revised: June 17, 2014

Revised: March 2, 2017

Revised: July 21, 2020