

Constitution

Article I

Name of the organization

The official name of the organization is **Kickboxing and Boxing Club**. The organization can alternatively go by **Kickboxing Club** in promotional materials and social media.

Article II

Purpose statement

The purpose of this organization is to provide a safe and friendly environment for everyone including fitness enthusiasts, martial artists, or people just looking to get in a better shape.

Our training incorporates the techniques of boxing, kickboxing, and Thai boxing. Our workouts are designed to improve cardiovascular endurance, strength, balance, flexibility, stamina, and core stability. We also work on techniques to improve speed, reflexes, power, and accuracy. Additionally, we serve to build character through instilling the core values of the martial arts including **respect, discipline, and integrity**. Only UF students, alumni, staff, faculty, or anyone with RecSports membership and have access to RecSports facilities can be a part of this organization (elaborated in Article V).

Article III

Compliance statement

Kickboxing Club shall comply with all local, state, and federal laws, as well as all University of Florida regulations, policies, and procedures. Such compliance includes but is not limited to the University's regulations related to Non-Discrimination, Sexual Harassment (including sexual misconduct, dating violence, domestic violence, and stalking), Hazing, Commercial Activity, and Student Leader Eligibility.

Article IV

University regulations

Upon approval by the Department of Student Activities and Involvement, Kickboxing Club shall be as a registered student organization at the University of Florida. Kickboxing Club shall comply with all local, state, and federal laws, as well as all University of Florida regulations, policies.

Section A. Non-Discrimination

Kickboxing Club agrees that it will not discriminate on the basis of race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinions or affiliations, genetic information and veteran status as protected under the Vietnam Era Veterans' Readjustment Assistance Act.

Section B. Sexual Harassment

Kickboxing Club agrees that it will not engage in any activity that is unwelcome conduct of sexual nature that creates a hostile environment.

Section C. Hazing

Kickboxing Club agrees that it will not initiate, support, or encourage any events or situations that recklessly, by design, or intentionally endanger the mental or physical health or safety of a student for any purpose including but not limited to initiation or admission into or affiliation with any student group or organization.

Section D. Responsibility to Report

If this organization becomes aware of any such conduct described in this article, Kickboxing Club will report it immediately to Student Activities and Involvement, the Director of Student Conduct and Conflict Resolution, or the University's Title IX Coordinator.

Article V

Membership

Membership in this organization is open to all **enrolled students** at the University of Florida. **Non-enrolled students, alumni, spouses, faculty, and staff may be associate members; however, they may not vote or hold office.**

All members and associate members are free to leave and disassociate without fear of retribution, retaliation, or harassment.

Article VI

Elections

Elections will be held every year before the Spring semester ends. Elections, if delayed for any reason, will be held in the Summer A semester. Specific election dates will be determined by the officers and will be announced to the club at least one week in advance.

Voting will be held via **secret ballot** as provided by the Club's Secretary. Every member (except associate members) is eligible for the office and may nominate themselves if not nominated by another member. All members who wishes to run for an office position must notify the Secretary of their intentions at least three days before the elections are held.

Each member (except associate members) will be allowed to cast one vote for each of the positions on the ballot. **Associate members are not eligible to vote.**

For each office on the ballot, the person who receives the greatest number of votes will be awarded the position. In the case of a tie, the current executive board will vote amongst themselves until a winner is determined. **Officers will serve a one-year term.**

Unopposed candidates

If any candidate(s) is/are running unopposed, the candidate(s) can be awarded the position without formal voting for that position. However, the list of such candidates should be disclosed as running unopposed to the Club's members before the election results are declared.

Elected officers

All officers must meet the minimum eligibility requirements as outlined in the Sports Club Officers manual and Section XV of the constitution. Any qualified member may apply for an officer position. The candidates can run and hold multiple positions if approved by rest of the executive board.

Election results and the necessary officer information must be reported to the Sports Club office by the outgoing officers. Pursuant to the Sport Clubs Officer manual, **all club officers must attend the mandatory Officer's Training at the beginning of the fall semester.**

Officers are expected to set a good example and have a good attitude in and out of the practice room or ring. Officers must be willing to take the initiative, set goals, and delegate responsibility.

All officers must read the Sport Club Handbook as soon as possible following their election. The Officer Manual can be found at the following web address:

https://recsports.ufl.edu/wp-content/uploads/2019/08/Officer_Manual.pdf

(The President should ensure this URL stays updated)

Replacement of Officers

Any officer can resign from a position with a notice of at least 4 weeks. The notice should be presented to the executive board in a monthly meeting. The President and Vice-president will be responsible for appointing the replacement.

Unfilled positions

Any unfilled position can be filled even after the year-end elections conclude. For this, nominations can be made by the executive boards and the members. If there is a single nominee for the position, formal voting will decide the officer for that position.

Committees

Committees may be created to assist the Club in club operations that require a greater amount of effort, time, and resources than usual. The President, or the Vice-president will supervise these committees.

Creating new officer positions

If any member of the Executive Board feels that a new officer position is necessary, they must present their proposition to the executive board. The board will determine, by a vote, if the position is necessary. If it is decided that a new position is in order, each officer may nominate a candidate. The executive board will, by election, determine the two top candidates and then conduct an election in which every member of the Club will vote for their top candidate.

Article VII

Faculty advisor

The faculty advisor shall serve as a resource person and provide advisory support for the officers and members of the organization. The faculty advisor may not vote in any Kickboxing Club's matters. The faculty advisor shall be nominated by the officers and confirmed by a majority vote of the officers. The faculty advisor will serve a term of 3 academic years. If the faculty advisor is unable to fulfill his/her position, officers may nominate a faculty member and confirm the new faculty advisor by a majority vote.

Article VIII

Dues and Finances

Kickboxing Club will not require membership dues. It will raise funds through fundraising activities such as letter drives, merchandise sales, carwashes, self-defense demonstrations, and other such activities.

Article IX

Dissolution of the organization

In the event that the organization dissolves, all monies left in the treasury shall be used to pay outstanding debts. If any additional funds remain, they shall be donated to Children's Miracle Network Hospitals through Dance Marathon at the University of Florida.

Article X

Code of conduct

All officers, members, and associate members of the Kickboxing Club are expected to abide by the code of conduct outlined in the Sports Club Officer's manual. Hazing in any form will not be tolerated and will result in strict disciplinary action against the people involved.

Article XI

Team operations and pedagogy

The practices of the team will be scheduled prior to the beginning of each semester. These practices are not mandatory, and members may come and go as they wish.

Officers' meetings will be held at least once a month on a date agreed upon by all the officers. Additional meetings can be scheduled as necessary by the officers or by the coaches. The coach(es) will be informed of all meetings but are not required to attend unless stated by the President or Vice-president of the club.

The coaches and instructors of the practices will discuss practices and other pertinent topics regularly. The officers of the club have executive authority and no major decisions may be made by any coach without the authorization of all the club officers. The instructors and coaches will work

together to organize practices. Format of the practices may vary depending on who is teaching and what martial arts topic is being taught.

Records keeping

All officers will, without fail abide to records-keeping standards. The records should follow the organizational structure suggested by previous officers and/or alumni and should be store on a cloud-based storage (OneDrive recommended). The President, the Vice-president, or the Secretary will supervise the records-keeping. Only the current officers will have access to the said cloud folder. The access to such folders will be managed by the President, Vice-president, or the Secretary.

Article XII

Coaches

Kickboxing Club can request for up to four coaches who may or may not attend the University in any capacity. The main responsibilities of coaching include conducting practices in a safe physical environment, the use of current knowledge and proper skills and methods of instruction, proper matching of athletes in practices and sparring by size, experience, and ability, provision of adequate supervision of athletes, and sensitivity to the health and well-being of athletes under the coach's care.

Registered coaches are required to attend at least one practice a week, and if unable to attend for any reason, should inform the President or Vice-president 24 hours before the practice begins.

Registered coaches who miss practice for an entire month will be put on probation for a duration of one month. After the month-long probationary period, the officers will decide by unanimous vote if the team will or will not retain that coach. If for any reason, the officers decide at any point in time that a coach is no longer suitable to instruct, they may, by unanimous vote, remove the coach from his/her position.

Article XIII

Amendments to the Constitution

Any amendment to the Kickboxing Club Constitution must be made by a motion of a club officer. The motion will be approved only if at least 66% of all officers are in favor of the amendment.

Article XIV

Officer positions and responsibilities

1. President

The President will be considered the leader of the club. The President supervises every aspect of the Club's affairs.

The requirements of the President are as follows:

- Must be **able to effectively teach proper boxing and martial arts techniques.**

- Must have **attended over 70% of Club events and practices** in the past year.
- Responsible for finding instructors and coaches for the members.
- **Must attend every class** and team event unless an unavoidable situation arises, in which case the vice president will temporarily take over the responsibilities of the President.
- Responsible for **maintaining contact with the captains of teams from other schools** to help organize intercollegiate events.
- Should be **willing to commit to competing in every event** the team participates in.
- Responsible for coordinating with the Club Sports Council.
- **Must attend every event and seminar** required by the Club Sports Council.
- Must manage the Gator Connect account
 - Register the club every year
 - Ensure that proper grammar is maintained within the information provided
- **Responsible for promoting the club** and ensuring that new students come into, and stay, with the club.
- Must be able to handle problems within the club as they arise and mitigate any arguments that may arise.
- Must have good management and delegation skills to ensure that the other officers are fulfilling their duties.
- Responsible for ensuring that at least two people on the team are CPR/AED and First Aid certified.
- Appoint UFKB alumni to the UFKB's alumni advisory panel.

2. Vice President *

The Vice President will maintain the same level of responsibility as the President and must meet the same requirements.

Additional Responsibilities:

- Maintain contact with UFKB alumni.
- Encourage members to join the Competitive Teams.
- Ensure all members of the E-board maintain proper documentation of their activities and events.

3. Secretary

The Secretary will ensure that all the club's affairs remain organized.

The requirements of the KB Secretary are as follows:

- Must have **attended over 50% of Club events and practices** combined in the past year to be eligible for candidacy (**lax requirement**).
- **Must ensure that waivers are filled out by every member** of both the Beginner and Advanced teams. Must also ensure that these documents are provided to the correct authorities.

- **Must ensure that all required paperwork is filled out, signed, and submitted to the proper authorities on time and in a professional manner.**
 - This includes Event Request Forms, which must be turned in at LEAST one month prior to the event.
- **Responsible for maintaining the club's Listserv and maintaining communication** with all members.
- Responsible for ensuring that the President and Vice President attend each monthly meeting.
- Responsible for **ensuring that at LEAST two members of the team attend EVERY leadership seminar.**
- Responsible for all promotional activities as well as for ensuring that there are continuous strides to promote the club's image and recognition across campus.
- Responsible for ensuring that all members of the club are kept aware of the club's plans and activities.
- Responsible for **overlooking and maintaining contact with the Community Service Chair, Social Chair and Fundraising Chair.**
- **Responsible for conducting Officer Elections.**
- **Must attend every club event** and practice.
- **Responsible for maintaining the Club's cloud folder and passing over the access** to new E-board post elections.

4. Treasurer

The Treasurer is responsible for managing the team's finances, fundraising, and managing the budget. Integrity is a non-negotiable characteristic of the Treasurer.

The requirements of the KB Treasurer are as follows:

- Must have **attended over 50% of Club events and practices** combined in the past year to be eligible for candidacy (**lax requirement**).
- Must have **advanced organizational and math skills.**
- Must **manage the team's finances** in accordance to all University rules and regulations as outlined in the Sports Club Officers Manual.
- Responsible for **maintaining and delivering the expense reimbursement** forms for any trips that the team may take.
- Must provide **copies of all documents and any documented data** to the Secretary (receipts, forms, equipment/apparel orders, etc.)
- Responsible for **collecting funds for any equipment or apparel orders.**
- Responsible for all funds raised during fundraising activities.
- **Responsible for overseeing the activities of the Fundraising Chairperson**, who will report directly to the Treasurer.
- **Must strive to reach Orange level criteria** (outlined in Article XI).

5. Fundraising chair *

The Fundraising Chair's sole responsibility is to ensure that the Club raises the highest possible amount of funds.

The requirements of the KB Fundraising Chair are as follows:

- Must be **willing to network and organize** to ensure that the club receives continuous funds from sources other than the team members.
- Must ensure that the necessary amount of funds is raised in accordance to the numbers set forth by the Treasurer.
- Must **organize, motivate, and lead members in all fundraising activities.**
- Must **report directly to the Treasurer.**
- **Must strive to reach Orange level criteria** (outlined in Article XI).

6. Community service chair *

The Community Service Chair's sole responsibility is to ensure that the team's community service hour requirements are not only met, but surpassed.

The requirements of the KB Community Service Chair are as follows:

- **Must organize community service events** for the team to participate in.
- Responsible for creating an atmosphere that encourages active participation by all members in community service events or projects.
- Responsible for **keeping track of all volunteer hours served.**
- **Maintain a contact list for all service agencies** for future or individual service opportunities.
- **Must submit plans for community service projects to the executive board** before they are launched.
- Must **report directly to the Secretary.**
- **Must strive to reach Orange level criteria**

7. Social chair *

The Social chair is responsible for organizing social activities to promote team building and camaraderie in members.

The requirements of the Social Media Manager are as follows:

- Must have **people skills and communication skills.**
- Must put efforts to know as many members at personal level as possible.
- Must attend most practices and Club events.
- Responsible for ensuring that all members of the club are kept aware of the club's plans and activities.
- Must **report directly to both the Secretary and the President.**

8. Social Media Manager *

The Social Media Manager's job is to coordinate with Club Chairpersons and make timely social media posts about upcoming events and/or updates and respond to any activity on the social media profiles. "Social media" includes (but not limited to) Facebook pages and groups, Instagram account, Email, YouTube, and website. The Social Media Manager is also responsible for ensuring that the virtually promoting the Club's "brand."

The requirements of the Social Media Manager are as follows:

- Must have **good image-, and video- editing skills.**
- Must **abide to the rules and guidelines** set by UF's Identity website while making any social media posts.
- Responsible for all promotional activities as well as for ensuring that there are continuous strides to promote the club's image and recognition across campus.
- Responsible for ensuring that all members of the club are kept aware of the club's plans and activities.
- Must **report directly to both the Secretary and the President.**
- Each **social media post must be approved/pre-approved by either the President, Vice-president, or the Secretary.**

9. Competitive Team Liaison

The Liaison's will act as the bridge between the Competitive Team(s) and the E-board. The Chair will ensure all the Competitive teams' requirements/needs/demands are relayed to the E-board and relay the E-board's decisions to the Competitive teams.

The requirements of the Social Media Manager are as follows:

- Must have good reasoning and negotiating skills.
- Must familiarize with UFKB's Competitive teams' history and evolution and strive for progress.
- Must maintain contact with Team Captains, coaches, and every member of the Competitive Team.
- Must **report directly to both the Secretary and the President.**

* **Multiple (2 Maximum) Chairpersons can be elected for these positions**



KICKBOXING CLUB

Version history

- a. 2013 - Megan Olivia
- b. 2020 - Piyush Agade