



CONSTITUTION OF TASK FORCE ONE

Embry-Riddle Aeronautical University
Daytona Beach, Florida

This TFO Constitution has been last amended and ratified effective 12 February 2007.

Preamble:

We, the first year students on the Daytona Beach Campus of Embry-Riddle Aeronautical University, establish this Constitution as a guide for Task Force One to provide a voice for the incoming students heard by the Student Government Association on the Daytona Beach Campus. Task Force One serves as an advisory council and an event planning organization for first-year students.

Grant of Power:

The Embry-Riddle Aeronautical University Department of Student Activities hereby grants Task Force One the right to exist, working to better the community of first year students on campus. It shall operate under the wings of the Student Government Association, hoping to grow and become an integral part of the Daytona Beach Campus.

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ARTICLE I: Declaration

Section 1. **Name**

The name of this organization shall be Task Force One, hereafter referred to as TFO.

Section 2. **Vision**

Task Force One shall serve as a liaison between first year students and the Student Government Association, increase first year student involvement on campus, and inform and empower first year students to become effective student leaders.

Section 3. **General Membership**

All first year students currently enrolled at the Daytona Beach Campus of Embry-Riddle Aeronautical University are members of TFO.

ARTICLE II: Jurisdiction and Objective

Section 1. **Jurisdiction**

The provisions of this Constitution shall apply to the members of Task Force One (TFO) of the Daytona Beach Campus.

Section 2. **Objective**

The intent of this Constitution is to provide the framework for the operation of TFO. No provision of this Constitution, or interpretations thereof, or subsequent amendments shall be construed or enacted to conflict with, abridge, or abrogate the SGA Constitution. Where such conflicts arise, the SGA Constitution or its interpretation by the SGA Student Court shall prevail.

ARTICLE III: Membership

Section 1. Members

- a. There may be an unlimited number of first year students serving as voting members.
 1. To be considered a voting member, a member must attend either one of the first two meetings, or two consecutive meetings after officers are elected.
 2. If a member misses two consecutive weekly meetings, the member shall lose their right to vote.
 - i. A member can appeal this rule to the SGA President and Director of Student Activities on the grounds of extenuating circumstances.
 - ii. To regain the ability to vote, the member must attend two consecutive meetings, and shall regain the right to vote at the second meeting.
- b. Nonvoting members are allowed to address TFO, but not cast a vote, and are comprised of:
 1. Upper-classmen who are former TFO members.
 2. TFO Liaison to the SRB.

Section 2. Eligibility

The requirements for membership are as follows:

- a. Members must be current students of Embry-Riddle Aeronautical University Daytona Beach Campus.
- b. General members must maintain a CGPA of 2.5 to retain voting ability.

ARTICLE IV: Conduct Business

Section 1. Meetings

- a. TFO shall meet at the time and place specified by the SGA President until the Executive Board is elected. After elections, TFO must agree upon a time with a 2/3 vote.
- b. The SGA President may, at any time, change the meeting time if TFO is in 2/3 agreement.
- c. Prior to elections, the SGA President shall choose a meeting time that is convenient to the student body and ensure that the meeting is well publicized.
- d. All TFO meetings are open to the student body with the exception of Closed Sessions as defined by Article IV, Section 4 of this Constitution.
- e. The first TFO meeting of the Fall and Spring semesters shall be during the second full week of classes.
- f. Elections of the Executive Board are to be held during the third TFO meeting (4th week of school).
- g. The last TFO meeting of the Fall and Spring Semesters shall be one week before exams begin.

Section 2. Elections

- a. Any member interested in holding a position on the Executive Board must acquire two (2) nominations without a second from voting TFO members.
- b. Each voting member may only nominate one person per position.
- c. The SGA President shall be the chairperson of the election, count the ballots, and announce the officers before the end of the election meeting.
- d. The SGA President must devote time to describe the election process in the meeting prior to elections.
- e. No member may run for more than one (1) position.
- f. Elections are closed ballot.
- g. The positions are voted upon in the following order: President, Vice President, Treasurer, Secretary.
- h. Candidates may vote for themselves.
- i. In the event of a tie between leading candidates, a revote between the leading candidates will be conducted.

- j. If the tie persists, the SGA President shall choose between the remaining candidates, thus breaking the tie.
- k. Immediately after elections, the meeting will continue to be chaired by the SGA President
- l. Responsibilities of the executive positions are effective the meeting following elections.

Section 3. **Minutes**

- a. Typed copies of approved Minutes shall be made available to Embry-Riddle students upon request.
- b. A copy of the Minutes shall be placed in a central file or binder to be kept in the SGA office.
- c. Minutes of the previous meeting and any items requiring evaluation, will be made available to voting members at least two (2) business days before TFO's next regularly scheduled meeting.

Section 4. **Closed Sessions**

- a. Any TFO member may move that a meeting be called into Closed Session.
- b. Only the SGA President, SGA Advisor, voting members and pertinent guests invited by the TFO President shall be present.
- c. The TFO Secretary will record the Minutes of the Closed Session.
- d. The Minutes of the Closed Session shall be retained by the SGA President for the remainder of his/her term. The SGA President shall turn the Closed Session Minutes over to the SGA Advisor at the end of his/her term.
- e. Releasing a copy of the Closed Session Minutes to anyone shall be determined by a 2/3 vote of TFO.

Section 5. **Conduct of Business**

- a. When circumstances arise that cannot be interpreted according to this Constitution, the matter will default to Robert's Rules of Order for interpretation.
- b. No voting shall take place at a TFO meeting unless a quorum (simple majority) of the active voting members is present.
- c. Any non-member wishing to formally address TFO must submit a written request to the TFO President 24 hours prior to the meeting.
- d. A veto can be overridden by a 2/3 vote of TFO except where noted in Article V, Section 1, Letter f.

ARTICLE V: TFO Membership Responsibilities

Section 1. SGA President

- a. Serves as an advisor for TFO official business.
- b. Ensures that the SGA Constitution is followed to the extent practicable.
- c. Facilitates the formation of a new group at the start of each Fall semester and holds responsibility for chairing meetings until the meeting following elections.
- d. Shall attend all Executive Council meetings at a time unanimously agreed upon by the TFO Executive Council the SGA President, and the SGA Advisor.
- e. SGA President must ensure that a member of the SGA Executive Board be present in his/ or her absence.
- f. Has full veto authority. The SGA Presidential veto cannot be overridden when concerning amendments to Article V, Section 1 of this Constitution.

Section 2. TFO President

- a. Leads the meetings.
- b. Set the agendas.
- c. Serves as the liaison between the SGA President and TFO.
- d. Has full veto authority.

Section 3. TFO Vice President

- a. Assumes the responsibility of the President if he is absent.
- b. Shall perform duties as assigned by the TFO President and/or SGA President.
- c. Appoint members of TFO to serve on committees and coordinate committee efforts.

Section 4. TFO Secretary

- a. Shall be responsible for recording the minutes of TFO meetings, and distributing the minutes and agenda in a timely manner.
- b. Shall keep records of attendance from TFO meetings.
- c. Shall perform duties as assigned by the TFO President and/or SGA President.
- d. Shall keep an updated roster of TFO voting members

Section 5. **TFO Treasurer**

- a. Shall keep a record of all TFO finances.
- b. Shall submit a budget to the Student Finance Board (SFB) every semester and give updates as necessary to the SGA President.
- c. Shall perform duties as assigned by the TFO President and/or SGA President

Section 6. **Executive Duties**

- a. The fulfillment of the following duties by each executive member is required to maintain their position:
 1. Executives are required to attend at least two (2) SGA branch or division meetings during each semester in office.
 2. Submit a summary report at the end of their term of office to the SGA President and SGA Advisor.
- b. Present the Constitution to all TFO members one (1) meeting after elections.
- c. Executive Board members are allowed to have no more than three (3) unexcused absences per semester. The TFO President may excuse any absence, except their own which must be excused by the SGA President.

Section 7. **Semester Responsibilities**

- a. Each semester, Task Force One is required to host an event for the entire student body, and the event must be agreed upon with a 2/3 vote.
- b. TFO must also take part in at least one (1) community service project each school year during either the Fall or Spring Semester.
 1. The project must be agreed upon with a 2/3 vote.
 2. 2/3 of active members must participate in the event.

ARTICLE VI: Resignation, Removal, and Impeachment

Section 1. Resignation

- a. Officials of TFO reserve unto themselves the right to cease their duties by letter of resignation delivered to the SGA President at any time during their term of office.

Section 2. Vacation of Office

If vacancy exists in the Executive Board, it shall be filled by:

- a. If the President position is vacant, the Vice President shall become the President.
- b. If the Vice President, Treasurer, or Secretary position is vacant, the position will be filled with an appointment by the TFO President and affirmed by a 2/3 vote.

Section 3. Impeachment

- a. Any member of Task Force One, who has voting power, can bring up impeachment charges against any TFO Exec. Board Member.
- b. The member shall solicit signatures from the Director of Student Activities and SGA President.
- c. The SGA President or the Director of Student Activities will then notify the Executive Board member being charged with impeachment and refer the case to the Student Court.
- d. If the person charged with impeachment is not satisfied with the ruling handed to them, they may file an appeal with the Director of Student Activities within five (5) school days. They will review the case and determine whether to overturn the impeachment.

ARTICLE VII: Amendments to the TFO Constitution

Section 1. **Amendments**

- a. Amendments to the Constitution may be proposed by any voting member of TFO, in writing, to the TFO President to be placed on the agenda for discussion.
- b. Amendments shall be proposed and adopted only during the Spring Semester.

Section 2. **Approval**

Amendments may be approved by a 2/3 vote of TFO.

This TFO Constitution was last amended and ratified effective the 12 February 2007.