



**GARNET AND GOLD KEY  
LEADERSHIP HONORARY**



**Constitution of Garnet and Gold Key  
Leadership Honorary**

Last Amended and Updated  
April 26, 2021



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## **Article I—Organization Name**

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

## **Article II—Purpose**

The purpose of Garnet and 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 and 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, genetic information, veterans' or marital status, sexual orientation, gender identity, gender expression, or any other protected group status.”*

Additionally, no hazing or discrimination will be used as a condition of membership in this organization. You can find out more at [hazing.fsu.edu](http://hazing.fsu.edu). Per the FSU Code of Conduct:

*"Hazing is defined as any group or individual action or activity that endangers the mental or physical health or safety or which may demean, disgrace, or degrade any person, regardless of location, intent, or consent of participant(s)."*

### **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 and Gold Key. Active members are considered to be “on probation” if they do not meet the requirements to remain in “good standing” as defined by the Executive Committee.



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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, they have been recognized, tapped, and initiated as members of Garnet and Gold Key. Granting honorary membership shall require a simple majority vote of the Executive Committee and may be revoked in accordance with Section 6 of this Article.
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 and Eligibility**

1. To be eligible for active membership, a student candidate must meet the following requirements:
  - a. One full academic year of residence at Florida State University. Per FSU guidelines, recognized student organizations shall be limited to currently enrolled FSU students. Students who are dual enrolled at Tallahassee Community College or Florida Agricultural and Mechanical University alongside FSU are eligible to be members.
  - b. Completed a minimum of 45 hours of academic credit.
  - c. Have held, or are currently holding, a minimum of two leadership positions in different organizations at Florida State University. Community leadership and positions shall be accepted as well.
  - d. Hold a cumulative grade point average of 3.0 or greater.
2. 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.
3. 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.

## **Section 4: Application for Membership**

Prospective members looking to join Garnet and Gold Key shall submit an application form listing all pertinent biographical and collegiate information. Applications shall be opened in both the Spring and Fall semester(s) for no less than one (1) week.

## **Section 5: Membership Selection**



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The selection procedure for new members shall be determined by the Membership Committee, chaired by the Executive Vice President. The committee shall select prospective Garnet and Gold Key candidates from qualified applicants as stipulated in Article III of this document. Although no candidate shall be given preferential treatment, receiving Garnet and Gold Key's Torch Night award should be taken into consideration.

## **Section 6: Revocation of Membership**

Membership may be revoked without mutual agreement for non-participation, misconduct, or violations of any provisions of the Constitution. Membership can only be revoked upon a majority vote of the Executive Committee. The President shall not vote as they are the appellate. In the event of a tie vote, the side in which the Executive Vice President voted shall prevail. If a vote to revoke a person's membership is to be conducted, the member must be notified in writing at least seventy-two (72) hours prior to the vote. The member will be allowed to address the Executive Committee in order to relay any defense prior to the vote for removal. In order to regain membership after revocation, the member must re-apply to Garnet and Gold Key as stipulated in Article III of this document. This may not happen sooner than one (1) semester after revocation occurred.

## **Section 7: Appeal Process**

Any person 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 must include any relevant information that has not already been presented. The President will then render a decision within seven (7) calendar days.

## **Article IV—Officers**

### **Section 1: Officers**

The makeup of this organization's leadership is to be as follows:

1. There shall be a President, who is responsible for overseeing the entire organization.
2. There shall be an Executive Vice President, who is responsible for overseeing the organization's membership and general body.
3. There shall be a Treasurer, who is responsible for overseeing the organization's finances. The Treasurer shall bear the rank of Vice President.
4. There shall be five (5) Vice Presidents, each of which is responsible for one of the following: Administration, Alumni Relations, Education and Development, Programming, Public Relations.



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Members wishing to apply for these positions may do so according to Article V of this document.

## **Section 2: Duties of the Officers**

1. The President shall:
  - a. Chair the Executive Committee, serve as chief executive officer of Garnet and Gold Key and exercise administrative supervision over all activities of the organisation.
  - b. Lead the Executive Committee in implementing all immediate and long-range strategies, programs and events that align with Garnet and Gold Key's overall goals and objectives.
  - c. Act as the official spokesperson of the organisation, representing the organisation to external entities and university administrators.
  - d. Have the power of removal over all members of the Executive Committee upon a two thirds vote of remaining committee members.
  - e. Be a member of all committees.
  - f. Establish committees and appoint chairpeople and members as deemed necessary.
  
2. The Executive Vice President (of Membership) shall:
  - a. Vice-Chair the Executive Committee.
  - 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 the membership application, screening applicants prior to membership selection, planning a semesterly Membership Reception event in coordination with the Vice President of Programming, and coordinating with the Vice President of Public Relations to create recruitment materials.
  - e. Assist the Vice President of Education and Development in coordinating and overseeing all Garnet and Gold Key new member activities. This shall include, but is not limited to developing the Garnet and Gold Key New Member Education program and planning initiation.
  - 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.



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3. The Treasurer shall:
  - a. Be responsible for overall supervision of Garnet and Gold Key's finances.
  - b. Maintain up to date financial records that detail incoming and outgoing transactions.
  - c. Collect all fees due to Garnet and Gold Key and give receipts, including application and initiation fees.
  - d. Authorize all outgoing transactions and promptly pay all Garnet and Gold Key bills.
  
4. The Vice President of Administration shall:
  - a. Take minutes and attendance, as necessary, at all meetings, events and socials, keeping an accurate and continuing record of the activities of Garnet and Gold Key.
  - b. Maintain the Calendar of Events and be chief administrator of the Canvas page.
  - c. Manage the Garnet and Gold Key points system and keep a record of active members, including a list of members in good-standing and those on probation.
  
5. The Vice President of Alumni Relations shall:
  - a. Keep an updated and accurate record of all Garnet and Gold Key Alumni.
  - b. Manage the Garnet and Gold Key LinkedIn page.
  - c. Be responsible for seeking and securing alumni worthy to be recognized as potential honorary members of Garnet and Gold Key.
  - d. Scout alumni to attend Garnet and Gold Key events as guest speakers.
  - e. Plan the Annual Garnet and Gold Key Ball in coordination with the Vice President of Programming.
  
6. The Vice President of Education and Development shall:
  - a. Create and implement a New Member Education program that shall be used between potential members being selected and initiated.
  - b. Provide professional development opportunities for Garnet and Gold Key members.
  - c. Coordinate further involvement with Torch Night award recipients.
  
7. The Vice President of Programming shall:
  - a. Chair the Programming committee.



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- b. Oversee the planning, implementation, and evaluation of all Garnet and Gold Key social activities, functions, and events throughout the year. This includes but is not limited to the semesterly Membership Reception and the Annual Garnet and Gold Key Ball.
  - c. Be ultimately responsible for coordinating all Garnet and Gold Key programs throughout the year, which includes but is not limited to Torch Night, the Vires, Artes, and Mores Awards, the Senior Hall of Fame, and the conferral of The Ross Oglesby Award.
8. The Vice President of Public Relations shall:
- a. Be responsible for all Garnet and Gold Key marketing efforts including, but not limited to, press releases, and social media management.
  - b. Maintain and update the Garnet and Gold Key website.
  - c. Design, edit, and post material on social media.

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

### **Section 1: Eligibility to Hold Office**

Only members of Garnet and Gold Key shall be considered eligible to hold office. At no point shall a non-member be considered for a position. While it is preferred that candidates have been in Garnet and Gold Key for longer than one (1) semester, there is no formal requirement dictating as such.

### **Section 2: Selection Process**

The selection of officers shall commence at a non-specific and non-descript time other than to be defined as “late in the Spring semester”. Applications shall be opened and shall remain open for no less than one (1) week. Only individuals deemed eligible (as defined in Section 1) shall be considered. Once applications have closed, the outgoing Executive Committee shall organize and conduct candidate interviews. All candidates who applied are to be offered an interview. After all candidates have been interviewed, the outgoing Executive Committee shall gather, deliberate, and ultimately select a new Executive Committee. If a member of the outgoing Executive Committee is also a candidate, they shall not be permitted to take part in deliberations for the position in which they are applying. However, they are able to deliberate on all remaining positions.

### **Section 3: Term of Office**



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The length of office shall be no longer than one (1) calendar year. Newly selected officers shall take office immediately after a transitional period lasting no longer than two (2) weeks, and shall hold office until the following selection and transitional process concludes or upon removal from office. During a transition, each officer is responsible for providing typed transitional materials for their successor. Where appropriate, this shall include the login credentials for any organization account(s).

## **Article VI—Officer Vacancies**

### **Section 1: Removal of Officers**

Any officer may be removed from office upon a two-thirds (2/3) vote of the remaining Executive Committee members. The officer will be notified in writing of the possible removal at least seventy-two (72) hours prior to the vote and will be allowed to address the remaining members of the Executive Committee in order to relay any defense prior to the vote.

### **Section 2: Resignation**

Officers no longer wishing to serve on the Executive Committee must submit their resignation to the President at least one (1) week in advance. Prior to the officer's final day, they shall provide all documents relating to the organization and brief the President on current projects in their care, so they may brief the officer's successor in due course.

### **Section 3: Filling Vacant Officer Positions**

Should any offices be vacant for any reason stated above, or otherwise, prior to the conclusion of the current term, the Executive Committee shall advertise the position and offer at least one (1) week for members to apply. Selection shall follow the standard procedure for selecting officers, as stipulated in Article V of this document. The newly selected officer shall hold office until the following selection and transitional process concludes or upon removal from office.

## **Article VII—Committees**

### **Section 1: Standing Committees**

The following shall be standing committees of Garnet and Gold Key: Executive, Membership, and Programming.

### **Section 2: The Executive Committee**



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The Executive Committee shall consist of the organization's officers, as stipulated in Article IV of this document, the Organization Advisor, and no more than two (2) members at large as designated by the President. The committee shall be chaired by the President and vice-chaired by the Executive Vice President. This committee shall function as the governing body of Garnet and Gold Key and shall be collectively responsible for the overall operation of the organization. It is recommended the committee meets at least twice per month, but shall meet no less frequently than once per month.

### **Section 3: The Membership Committee**

The Membership Committee shall consist of the following: the Executive Committee, and no more than six (6) members at large to be appointed by the President on the advice of the Executive Vice President. The Organization Advisor shall serve as an ex officio member. The committee shall be chaired by the Executive Vice President. This committee shall be responsible for all Garnet and Gold Key recruitment activities. This shall include, but is not limited to the following: screening applications, selecting who shall advance to the interview stage, conducting interviews, and selecting who shall be granted admittance into Garnet and Gold Key.

### **Section 4: The Programming Committee**

The Programming Committee shall consist of the following: the Executive Committee, and no more than six (6) members at large to be appointed by the President on the advice of the Vice President of Programming. The committee shall be chaired by the Vice President of Programming. This committee shall be responsible for the planning and execution of all Garnet and Gold Key social activities, functions, and events. This shall include the coordination of the semesterly Membership Reception, the Annual Garnet and Gold Key Ball, and all other Garnet and Gold Key programs that may require an event.

### **Section 5: Special and Temporary Committees**

Committees of special and temporary nature may be established by the President as deemed necessary. The chairship, makeup, and membership of a special committee is at the sole discretion of the President.

## **Article VIII—Organization Advisor**

### **Section 1: Selection and Responsibilities**

The Organization Advisor, hereafter referred to as 'the advisor', shall be selected by the officers of this organization and must be approved by a simple majority vote of the Executive



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Committee. The advisor shall serve as a mentor to the organization providing guidance to the officers and members. The advisor does not have any voting rights within the organization, but is an ex-officio member of the Executive Committee. The advisor may serve as an ex-officio member on committees. The advisor position has no term limit other than they must be a current FSU faculty or staff member.

## **Section 2: Removal and Replacement**

The advisor may be removed upon a two-thirds (2/3) vote of the Executive Committee. The advisor will be notified in writing of the possible removal at least seventy-two (72) hours prior to the vote and will be allowed to address the Executive Committee in order to relay any defense prior to the vote. In the event that an advisor is removed or resigns, a new advisor shall be selected within two (2) weeks in accordance with Section 1 of this Article.

## **Article IX—Organization Finances**

### **Section 1: Membership Dues and Application fees**

The Garnet and Gold Key Executive Committee observes the authority to charge up to a \$25.00 non-refundable application fee for membership or other Garnet and Gold Key applications. The membership fee shall be a one-time fee of \$100.00 payable on or before initiation into the organization. This fee shall cover dues and initiation expenses. All excess monies shall be placed in the general treasury. Honorary members shall be exempt from this fee. As stated in Article III Section 1, no university student may be denied membership due to inability to pay dues. In these cases, members may be asked to supply proof of financial hardship, and other arrangements will be made. The membership fee may be waived on an individual basis at the discretion of the Treasurer and the Executive Committee.

### **Section 2: Spending Organization Money**

For the protection of the organization, its officers, and its members, it is required that all monetary transactions be agreed to by both the Treasurer and the President. Only the Treasurer and the President can be signers on any organization account. All payments and purchases made by the Executive Committee are to be approved by the Treasurer and the President. Organizational funds may not be used to purchase anything illegal under university, local, state, and federal law(s).

### **Section 3: Officer Transition**



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It shall be the responsibility of all account signers to change contact information, as well as assist in updating the account signers with the organization's financial institution after the installment of a new Executive Committee. In addition, the Treasurer will be responsible for passing along all information from the previous year. This includes the financial records used to track all incoming and outgoing transactions.

## **Section 4: Compliance**

In accordance with FSU regulations, the advisor should not have access to any bank accounts affiliated with the organization.

## **Article X—Publications, Trademarks, and Licensing**

### **Section 1: Compliance**

Any and all advertisements made by, or on behalf of, the organization must comply with the University Posting Policy (posting.fsu.edu). In accordance with FSU regulations, this organization may not use FSU or Florida State University in front of their name. Additionally, this organization may not use any fonts or symbols trademarked for FSU in their logo due to trademark and licensing guidelines and the Florida Administrative Code.

### **Section 2: Approval**

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

## **Article XI—Amendments**

Each Article in this Constitution may be amended by a simple majority vote of the Executive Committee, provided committee members have had at least seven (7) calendar days to read and consider the amendments. Each Article must be amended individually and shall require its own vote. The adoption of any subsequent Article(s), or the removal of any Article(s) shall require a two-thirds (2/3) vote of the Executive Committee.