

University of Florida
Unión de Estudiantes Puertorriqueños Activos (UEPA)
Constitution

ARTICLE I. NAME OF ORGANIZATION

The name of this organization is Unión de Estudiantes Puertorriqueños Activos. The organization also goes by the acronym UEPA which will be utilized in publicity. UEPA is an affiliate organization of the Hispanic Student Association (HSA) operating on the University of Florida campus.

ARTICLE II. ORGANIZATION AFFILIATION

As outlined in the RSO Classification Policy, UEPA is considered a General Registered Student Organization. As a GRSO, our organization is a separate 3rd party entity, not considered a part of the University of Florida. Through registering with the University, our student group agrees to follow its policies and operate on campus with access and/or eligibility for specific campus benefits.

ARTICLE III. PURPOSE STATEMENT

UEPA was founded to unite the Puerto Rican population on the University of Florida campus, to spread knowledge of, teach about, and celebrate the Puerto Rican culture with both students of Puerto Rican descent and the rest of the University of Florida students, and to give those students a chance to meet others who share similar interests in the Puerto Rican culture.

ARTICLE IV. COMPLIANCE STATEMENT & UNIVERSITY REGULATIONS

Upon approval by the Department of Student Engagement, UEPA shall be a registered student organization at the University of Florida. UEPA 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.

Section A. Non-Discrimination

UEPA 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. Discrimination on the basis of the protected

classes described in University of Florida

Regulation 1.006 (Non-Discrimination/Harassment/Invasion of Privacy Policies) is prohibited.

Section B. Sexual Harassment

UEPA agrees that it will not engage in any activity that is unwelcome conduct of sexual nature that creates a hostile environment. Behaviors that could create a hostile environment include sexual harassment (which could include inappropriate sexual comments), sexual misconduct, dating violence, domestic violence, and stalking and repeated instances of cyber abuse. Sexual harassment as described in University of Florida Regulation 1.006

(Non-Discrimination/Harassment/Invasion of Privacy Policy) is prohibited.

Section C. Hazing

UEPA 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. Hazing as defined in the University of Florida Regulation 1.0081 (Prohibition of Hazing; Procedures and Penalties) and 4.040 (Student Honor Code and Student Conduct Code) is prohibited. If found responsible for hazing, sanctions may be imposed against the organization, its leaders and/or members.

Section D. Responsibility to Report

The University of Florida identifies Responsible Employees and Campus Security Authorities to support the health, safety, and wellbeing of campus. If UEPA becomes aware of any such conduct described in this article, they are encouraged to report it immediately to staff in Student Engagement, the Director of Student Conduct and Conflict Resolution, the University's Title IX Coordinator, or to their Student Organization Advisor, who are identified as mandated reporters.

Section E. Officer Eligibility

UEPA understands, acknowledges, and agrees to uphold and abide by the specific minimal requirements regarding officer eligibility as defined in the Registered Student Organization Classification and Officer Eligibility Policy.

ARTICLE V. MEMBERSHIP

Membership in this organization is open to all enrolled students at the University of Florida.

Non-enrolled students, spouses, faculty, and staff are prohibited from holding membership, office or voting powers. All members are free to leave and disassociate without fear of retribution, retaliation, or harassment.

ARTICLE VI. BYLAWS FOR UEPA

UEPA may elect to maintain separate bylaws document to outline the day-to-day operations of the organization and to clarify policies and procedures otherwise not included in the previous articles. Bylaws and/or other guiding documents may not take precedence over the requirements sent forth by local, state, and federal laws, the university of Florida's regulations, policies, and procedures, and the Student Engagement constitution requirements. Amendments and changes may be made to the bylaws and shall be consistent with the Student Engagement approved constitution on file and student engagement's constitution requirements. Should the organization transition leadership, all bylaws and guiding documents will be transitioned to new student organization leaders and/or advisor(s). UEPA agrees to provide all unaltered by laws and guiding documents and/or clarify its procedures in writing to any University of Florida student, faculty, or staff upon request.

ARTICLE VII. STUDENT ORGANIZATION ADVISOR

Each registered student organization must have an eligible student organization advisor. The student organization advisor must be a full-time, salaried faculty or staff member not on extended leave for 4 consecutive weeks or longer during their advisor term. The student organization advisor shall serve as a resource person providing advisory support to officers and members and may not vote or hold office in the organization.

Section A. Nomination and Role

The advisor shall be selected by the President of the organization. The advisor shall serve as a mentor to the organization providing guidance to the officers and members. The advisor has voting rights in regards to the appeal process of a member. The advisor position has no term limit other than he/she must be a current faculty member or full-time salaried employee at UF.

Section B. Removal and Replacement of Advisor

Officers decide the removal and replacement of an advisor if the majority of the club does not believe the advisor is fulfilling his/her role. The process of replacing an advisor begins with the search for an advisor who is willing to be an advisor, who wants to help better the organization, and who is knowledgeable on the matters of the organization or is willing to learn. If one person is found who fits the description above, that person shall become the advisor of the organization from the moment the information on GatorConnect is updated. If there is more than one person who fits the description above, the elected and appointed officers must vote on an advisor. The elected advisor shall become the advisor of the organization from the moment the information on GatorConnect is updated.

ARTICLE VIII. OFFICERS

Registered student organizations are required to have a minimum of a President, Treasurer, and Vice President as elected officers. These officers must abide by the Registered Student Organization Classification and Officer Eligibility Policy.

The elected officers of UEPA shall be President, Vice-President, and Treasurer. At no time should one person hold more than one of these positions.

Section A. Elected Titles and Duties

The responsibilities and duties for all executive board members are described below.

The President shall:

- Supervise and coordinate the activities of the organization.
- Preside over all meetings and call all meetings to order.
- Be one of two signers on financial documents.
- Ensure all officers are performing their duties as defined in this Constitution.

The Vice President shall:

- Assist the President in his/her duties.
- Assumes the President's responsibilities in his/her absence.
- Keep accurate records of all meetings in the Secretary's absence.

The Treasurer shall:

- Attend all scheduled UEPA meetings and events, unless prior notice is given and approved.
- Complete all SG finance training and be well acquainted with the reimbursements and donations process.
- Must be up to date with SG fund restrictions (i.e. limits on food spending based on the number of members, types of items that cannot be bought, etc.).
- Submit SARs for events three weeks in advance.
- Keep an accurate account of all funds received and expended.
- Collaborate with the fundraising director in coming up with and executing fundraisers.
- Be responsible for filling out base funding, operational, and event budget requests for each Fall and Spring semester.

The Secretary shall:

- Attend all scheduled UEPA meetings and events, unless prior notice is given and approved.
- Update master calendar regularly.
 - Make a timeline of important deadlines such as budget request requirements, and other deadlines concerning club operations.
- Attend e-board meetings and take meeting minutes.

- Make sure to include tasks per position at the end of each meeting and send it in the E-Board chat!
- Create sign in forms for events and keep a log of active members.
- Monitor point system for UEPA members.
- Check UEPA's email and notify e-board of important communications.
- Plan and attend tabling events.
- Make room reservations.

The Marketing Director shall:

- Attend all scheduled UEPA meetings and events, unless prior notice is given and approved.
- Create social media posts using Adobe, Canva, or other digital platforms.
- Maintain a consistent theme across all posts (i.e. color, palate, font, design, etc).
- Update the google drive regularly with posts and ideas concerning graphics and themes for current/future e-board members.
- Stay up to date with DMs being sent to UEPA's Instagram.
- Promote GBMs and socials on Instagram.

The Fundraising Director shall:

- Attend all scheduled UEPA meetings and events, unless prior notice is given and approved.
- Conduct business outreach for fundraisers.
- Report and manage fundraiser money.
- Announce fundraisers in UEPA member group chat.
- Work hand-in-hand with the treasurer to create budget reports and requests at the beginning of each Fall and Spring semester and as requested by the President, Vice President, and/or UF faculty/staff advisor.

The Event Coordinator(s):

- Attend all scheduled UEPA meetings and events, unless prior notice is given and approved.
- Develop GBM and social events ideas.
- Reach out to collaborators for events.
- Create activities or icebreakers for members during GBMs.
- Create GBM presentations.
- Determine the logistics of events (date, time, location, decorations, food, etc.).

Section B. Term of Office

The length of office shall be no longer than one (1) academic year. Newly elected officers shall take office immediately after their election and their term will end once new officers are elected in the following Spring semester. Officers may run for re-election.

Section C. Vacancies

Part 1 - Removal of Officers

Any officer may be removed from office upon a 2/3 majority vote of eligible members. The officer will be notified in writing of the possible termination or 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.

Part 2 - Resignation

Officers no longer wishing to serve on the board must submit their resignation to the President at least two (2) weeks in advance. Prior to the officers final day he/she shall provide all documents relating to the organization and brief his/her replacement of current projects in his/her care.

Part 3 - Filling Vacant Officer Positions

In the event of resignation, officer ineligibility, impeachment, or similar occurrence, a special provision may be granted to the remaining officers to appoint an interim replacement until an election may be held. The newly elected officer's term shall end at the annual election scheduled in April.

ARTICLE IX. ELECTIONS

Section A. Eligibility

All officers of UEPA shall be enrolled at least part time at the University of Florida and maintain a minimum of a 2.0 cumulative GPA.

Section B. Nomination Process

The nominations for all officers will take place annually starting in March. Any eligible member present may nominate someone or themselves for office by verbally nominating the individual during this procedure. Nominations must be seconded by present members. Absentee ballots and proxy ballots are not permitted in the nomination or election process.

Section C. Election Process

The election of officers shall occur in early April to allow for turnover between old and new board. The nominated candidates will be given a chance to address the organization to discuss his/her qualifications and reasons why they should be selected. Once each candidate has had the opportunity to speak, all eligible members present will have the opportunity to vote by secret ballot. The Secretary will tabulate all votes and announce the officer with a simple majority of votes cast by eligible members. In the case that the Secretary is running in the election, the

current highest-ranking officer not running for office will tabulate the votes. After announcing the new officer, the Secretary or highest-ranking officer not running for office shall ask if any eligible members contest the count. If no eligible member contests the count, the new officer shall take office immediately. If an eligible member contests the count, the Secretary or the highest-ranking officer not running for office will recount all votes. If there are more than two candidates running and no candidate receives a majority vote, there shall be a run-off vote between the top two vote recipients. In the event of a tie, the President shall cast the deciding vote for office unless he/she is running for the said office. In that case, the next highest-ranking officer shall make the deciding vote.

In the absence of clear direction on election, amendment, and /or voting procedures, UEPA agrees to follow the guidance and instruction of Robert's Rules of Order for the election or amendment process.

ARTICLE X. FINANCE

As a General Registered Student Organization, UEPA does not receive any funding or resources from other UF Departments or Colleges, rather, this organization is funded by Student Government funding and fundraisers (e.g. sticker sales) in which members will participate as they choose. Funds raised by UEPA will be used for purchasing t-shirts to promote unity and visibility, covering expenses for General Body Meetings (GBMs), and supporting charitable efforts to aid Puerto Rico.

ARTICLE XI. DISSOLUTION OF ORGANIZATION

Upon dissolution, student organizations are prohibited from leaving their organizational assets to any individual or any other student organization. Rather, student organizations may designate a specific charity that will receive such organizational assets. At the time of dissolution, after all outstanding debts are paid, UEPA will leave any assets and outstanding funds to a charity that supports Puerto Rico.

ARTICLE XII: AMENDMENTS TO CONSTITUTION

Student Engagement has established a process through which constitutions may be amended, reviewed, and approved. Student organizations wishing to amend their constitutions must utilize their constitution on file listed on GatorConnect to make amendments and submit those changes to Student Engagement.

The steps for amending UEPA's constitution are as follows:

- Amendments to the constitution must be proposed in writing to the President. The amendment must then be presented to the organization during a scheduled meeting and should include a full explanation and/or rationale for the amendment. The amendment must be voted on at the next scheduled meeting. The amendment shall not take effect until approved by a 2/3 majority vote of eligible members of the organization.

All amended constitutions must be submitted directly to Student Engagement for review and approval.