

# Organization Constitution

## **ARTICLE I. NAME OF ORGANIZATION**

The name of this organization is 'Actualize.' This organization will go by no other name other than 'Actualize' in all public correspondence including marketing and advertising. The website of Actualize is [www.actualizeuf.com](http://www.actualizeuf.com).

## **ARTICLE II. PURPOSE STATEMENT**

At Actualize, we believe finding a career is the second most important thing a student can do in college. Finding their purpose for wanting a career is the first. We believe that self-actualization is a process each student can use to find their purpose for wanting a career and determine their unique success path to realize that career. We use the Meaning-Making Cycle to identify students' purpose for wanting a career and utilize Emotional intelligence to help students achieve that career. We conduct weekly student self-assessments and group development activities, design qualitative and quantitative measures of self-actualization, and host employer networking events.

### **MISSION STATEMENT**

Enable students to find and attain the careers they truly want and help employers more easily retain and engage future employees.

### **VISION STATEMENT**

Establish self-actualization as a significant value added process for students and employers alike.

## **ARTICLE III. COMPLIANCE STATEMENT**

Upon approval by the Department of Student Activities and Involvement, Actualize shall be a registered student organization at the University of Florida. Actualize 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**

### **Section A. Non-Discrimination**

Actualize 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**

Actualize 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.

## Section C. Hazing

Actualize 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, Actualize 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, 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. OFFICERS

### Section A. Officer Elections

The elected officers of Actualize are as follows:

- President
- Vice President
- Executive Marshall
- Chief-of-Staff
- Chief Treasurer
- Chairman of Curriculum
- Chief-of-Marketing
- Chief-of-Networking
- Chief-of-Operations
- Chief Research & Development Officer

### Section B. Officer Responsibilities

#### **President**

1. Defines and drives organizational mission and purpose
2. Develops and contributes to organizational curriculum
3. Runs weekly organizational sessions and executive board meetings
4. Schedules and creates a timeline of organization activities and events for the semester and year
5. Representative at employer networking events alongside Executive Marshall
6. Delegates necessary tasks to other executive board members
7. One of the primary speakers at organizational sessions
8. Directly overviews all organizational functions and has the discretion to intervene and advise at any time

#### **Vice President**

1. Assumes the responsibilities of the President in his/her absence
2. One of the primary speakers at organizational sessions
3. Cooperates directly with the President and resides over all matters the President cannot tend to

#### **Chief-of-Staff**

1. Communicates directly with the President to determine weekly needs of the organization
2. Delegates necessary tasks to subsequent executive board members as specified by the President
3. Determines operational and logistical needs for an action or event to be completed, if necessary compiles a list of tasks required of other executive board members to complete
4. Ensures all necessary logistical operations are executed
5. Plans and sets time and date of certain organization events proposed by the Chief-of-Marketing and Chief-of-Networking
6. Primary liaison with Student Activities and Involvement (SAI) Committee
7. Applies for room reservations through SAI
8. Applies for event permits through SAI
9. Creates Calendar for Executive Board and sets strict Deadlines for Tasks

#### **Executive Marshall**

1. Invites employers to speak at organizational meetings or networking events
2. Representative at employer networking events alongside President
3. Executes the networking plans drawn up by the Chief-of-Networking
4. One of the primary speakers at organizational sessions
5. Signee on organization bank Account

#### **Chairman of Curriculum**

1. Creates weekly organization meeting power point presentations
2. Helps President organize and outline organizational curriculum
3. Actively researches new ideas that can be integrated into Curriculum
4. Discovers or develops organizational leadership development activities
5. Develops and maintains assessments that track student self-actualization
6. Identifies possible questions students may have about organizational curriculum by creating and updating a Frequently Asked Questions List
7. Creates clear guidelines for organization recruitment process and identifies students the organization would like to attract
8. Communicates to Chief R&D Officer what technological tools can be used to assist in student assessments

#### **Chief Research & Development Officer**

1. Creates Google Questionnaires to gather specific student data
2. Records student attendance at organization meetings and events
3. Takes student data and compiles it into spreadsheets
4. Analyzes student data to identify general trends
5. Sends analyzed data to Chief Treasurer for record keeping
6. Designs and maintains functional integrity of the organizations website and google drive
7. Identifies technological inefficiencies and communicates them to the President
8. Actively searches for develops new data organization and analysis tools
9. Assists with general information technology problems that may arise

#### **Chief of Marketing**

1. Responsible for creating effective marketing techniques to attract potential student members during prior and during the recruitment process
2. Converts the President and Chief of Staff's ideas into tangible marketing tools
3. Creates marketing materials (Physical flyers, email flyers, digital adds)
4. Creates an elevator pitch for the organization that will attract students

5. Clearly identifies competitive advantages and differentiation of organization against other business organizations
6. Communicates with the Chief-of-Staff to purchase organizational products such as t-shirts, banners, table cloths, food, etc.
7. Identify physical and digital locations where the organization will be able to reach a large audience of students
8. Communicates with Chief of Operations to properly manage organization website and other associated webpages.
9. Communicates with Chief Treasurer to manage Marketing Budget

#### **Chief of Networking**

1. Responsible for creating effective networking techniques to attract potential employers and converts the President and Chief-of-Staff's ideas into tangible networking tools
2. Clearly identifies competitive advantages and differentiation of organization against other business organizations
3. Plans social and networking events bringing students and employers together
4. Actively builds and maintains relationships with employers through regular communication.
5. Communicates with Chief Treasurer to manage Networking Budget

#### **Chief of Operations**

1. Sends out weekly organizational email to students including: Upcoming events, weekly quote (specified by President or Chief-of-Staff), FAQ list, and further organization contact information
2. Communicates with the Chief of Staff, Chief of Marketing, and Chief of Networking to determine what relevant information should be included in emails, the website, and other online webpages
3. Runs and frequently updates the organization website and other online webpages
4. First point of contact for students seeking further information about the organization
5. Assists the Chief of Marketing and Chief of Networking execute their associated functions
6. Ensures all necessary logistical operations are executed for organizational sessions as specified by the Chairman of Curriculum

#### **Chief Treasurer**

1. Manages financial budget derived from fundraising and SG funding.
2. Allocates financial budget to various organizational functions
3. Records all financial transactions within the organization and compiles data into an excel spreadsheet
4. Records raw and analyzed data provided by the Chief R&D Officer
5. Buys the supplies necessary for various organizational functions
6. Signee on organization bank Account

### **Section C. Duty Assumption**

Officers shall assume their official duties at the close of the last general meeting of the academic year and shall serve for a term of one academic year and/or until their successors are elected/appointed.

### **Section D. Officer Vacancies**

#### **Part 1. Resignations**

In the event that an officer resigns from their position, the vacancy will immediately be announced to the member body and the responsibilities of that officer will be assumed by another officer for the duration of the term. The officer assuming the new responsibilities will either volunteer or be appointed by the President.

## Part 2. Impeachments

In the event that an officer is neglectful of their duties, any member may submit a letter of impeachment to the President, Chief of Staff, or Executive Marshall. The officer up for impeachment will be immediately notified. Upon notification, the officer up for impeachment will be allowed to give a 5-minute speech at the next organizational meeting to make his/her case as to why they should not be impeached. A two-thirds majority vote is necessary to impeach the officer. If the impeachment is successful and their position becomes vacant, the same process will be executed as if an officer had resigned.

## **ARTICLE VII. ELECTIONS**

### Section A. Eligibility

Students are only eligible to run for the positions of President, Executive Marshall, and Chief-of-Staff if they have completed one full term as an executive board member. All students are eligible to run for the positions of Vice President, Executive General, Deputy-of-Staff, Chairman of Curriculum, Chief R&D Officer, Chief of Marketing, Chief of Networking, Chief of Operations, and Chief Treasurer.

### Section B. Terms

Students elected to the positions of President, Executive Marshall, Chief-of-Staff, Vice President, Executive General, Deputy-of-Staff, Chief R&D Officer, Chief of Operations, Chief of Marketing, Chief of Networking, Chief Treasurer, and Chairman of Curriculum will serve a term of one academic year in office but may run for re-election once their term has ended.

### Section C. Nomination Timeline

Elections will be held every academic year in April, the specific day is variable. Elected officer will assume office at the end of the spring semester for purposes of planning and orientating themselves for the start of the new fall semester. Nominations for all officer positions will be held a week before elections, any member may nominate any other voting member, including himself or herself. Nominations may also be made during the election meeting prior to closing of nominations.

### Section D. Election Rules and Procedures

All students in attendance at the Election will be given one vote for each of executive board positions. A single voting ballot will be provided to each student on which they will write the twelve names of the candidates they choose for each respective executive board position. All candidates are given the opportunity to give a 5-minute presentation as to why they should be elected, after all the candidates for a specific position have presented, members will vote for that position. The process will be repeated for all executive board positions. After every student has voted ballots will be collected. Ballot results will be tallied by at least three outgoing executive board members who are not otherwise running for office. All results will be double checked for accuracy and election winners will be announced during the same organizational session if time permits or via email and other means of communication the day of.

### Section E. Run-off Procedures in the Event of a Tie

In the event that two candidates receive the same number of votes after all ballots are rechecked, members will have the opportunity to revote for the two top candidates. In the event that there is still a tie, a coin will be flipped to determine who wins.

## **ARTICLE VIII. STUDENT ORGANIZATION ADVISOR**

The student organization advisor shall have a sole advisory role. The advisor will merely advise the executive board members on how to maintain organizational success and sustainability and avoid any possible issues

relating to the University of Florida. The student organization advisor will be nominated by the executive board and confirmed by a majority vote of members. The student organization advisor is not required to attend weekly organizational sessions or executive board meetings, but may do so at his/her discretion. Student organization advisors will serve a one-year term and have the opportunity for reappointment. In the event that the advisor is unable to continue in their position, members may nominate a replacement at any time and must be confirmed by a majority vote of members.

## **ARTICLE IX. FINANCE**

### **Section A. Membership Dues**

Actualize will not be collecting membership dues from student members.

### **Section B. Fundraising**

Actualize plans to raise organizational funding through fundraising events and selling Actualize branded t-shirts.

### **Section C. Budget Allocation**

Money management and budget allocation will be handled and approved by the Executive Marshall and Chief Treasurer. All funds must be directed to the attraction, engagement, development, or retention of students. This includes, but is not limited to branding and promotional items, marketing, member incentives, food, and costs associated with reserving space on campus.

### **Section D. Student Government Funding**

Actualize will be requesting funding from student government upon the second year of organizational existence.

## **ARTICLE X. DISSOLUTION OF THE ORGANIZATION**

Upon dissolution of the Actualize, all remaining assets will be given to Single Vision Inc. Florida Endangered Wildlife Species Facility after all debts are paid. The various financial accounts and obligations associated with Actualize will be closed and/or canceled.

## **ARTICLE XI. AMENDMENTS TO THE CONSTITUTION**

Amendments to the constitution may be made at any regular executive board meeting provided that the amendment was proposed prior to the meeting. Amendments require a two-thirds majority vote by the organization members and are subject to final approval by the Department of Student Activities and Involvement.