**Undergraduate Public Health Association Constitution**

**ARTICLE I. NAME OF ORGANIZATION**

The name of this organization is Undergraduate Public Health Association. The acronym UPHA will be used for public relations purposes and correspondence.

**ARTICLE II. ORGANIZATION AFFILIATION**

As outlined in the RSO Classification Policy, the Undergraduate Public Health Association 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**

The purpose of this organization is to further the professional development of aspiring public health professionals. The Undergraduate Public Health Association strives to promote awareness of public health issues, provide valuable field experience, and encourage networking among students interested in the vast field encompassing public health.

**ARTICLE IV. COMPLIANCE STATEMENT & UNIVERSITY REGULATIONS**

Upon approval by the Department of Student Engagement, the Undergraduate Public Health Association shall be a registered student organization at the University of Florida. Undergraduate Public Health Association 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*

Undergraduate Public Health Association 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*

The Undergraduate Public Health Association 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*

Undergraduate Public Health Association 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 Undergraduate Public Health Association  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*

Undergraduate Public Health Association 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 VI. BYLAWS FOR UNDERGRADUATE PUBLIC HEALTH ASSOCIATION**

Undergraduate Public Health Association 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). Undergraduate Public Health Association 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.

**Section A.** The Executive Board shall consist of the following elected officials: President, Vice President of Internal Affairs and/or Vice President of External Affairs, Treasurer, Secretary, Director of Public Relations, and Director of Service. The option to have one or two Vice Presidents will be determined by the outgoing Executive Board. The Vice President of Internal Affairs will be listed on GatorConnect and required to complete registration procedures on behalf of the Undergraduate Public Health Association. If the outgoing Executive Board select to have one Vice President, the responsibilities of both the Vice President of Internal Affairs and the Vice President of External Affairs will be combined into one role.

**Section B.** The members of the Executive Board shall hold respective positions for one academic year (term) and are eligible for re-election. Executive Board members are permitted to serve within the same position for a maximum of two consecutive years (terms). The President and Vice President positions are open to those who have previously served on the Executive Board. All other Executive Board positions are open to general body members (as defined in by-laws) of the organization. Appointed officer titles for Undergraduate Public Health Association shall be the Secretary, Director of Public Relations, and Director of Service. If these positions are not fulfilled prior to the end of the April election season, they will be open on an applications-basis to all general body members. Executive Board members will fulfill their duties and responsibilities until their successor has been elected. All Executive Board members are required to attend Executive Board meetings, General Body Meetings, assist the President and Vice President of Internal Affairs and coordinate with all other officers of the leadership team as needed throughout the year, and attend the University of Florida during both the Fall and Spring semesters.

**Section C.** If the Executive Board members are unable to reach a consensus on a decision, the issue will be brought up to general body members at the following General Body Meeting. Members will then have the opportunity to vote on the issue. A two-thirds majority vote by the general body members is required to make a decision.
 **Section D.** If an Executive Board member is no longer able to continue in their position, members may nominate a replacement at any time. The voting procedures outlined in Article VI.C will apply when filling the vacant position.

**Section E**. An officer can be brought up for impeachment by a general body member or Executive Board member if they are not completing their respective responsibilities or if they are deemed as causing harm to the organization. Impeachment requests are brought to the President and then presented to the general body. If the President is being impeached, the request can be brought to the Vice-President instead. The officer being impeached is made aware of the impeachment and the process outlined in the Constitution prior to the impeachment being presented to the general body. A two-thirds majority vote by the general body is required to finalize or confirm an impeachment.

**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. If the student organization advisor is unable to continue in his or her position, the Executive Board members may nominate a replacement to be confirmed by a majority vote of active members.

**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 Undergraduate Public Health Association shall be President, Vice-President, and Treasurer. At no time should one person hold more than one of these positions.

**The President shall:**

1. Serve as the official spokesperson for the organization
2. Coordinate an agenda for and lead the Executive Board and General Body meetings
3. Re-register the organization by the respective Fall semester deadline.
4. Oversee the completion of responsibilities and duties of the other Executive Board members.

**The Vice-President of Internal Affairs shall:**

1. Coordinate and lead Executive board and General Body meetings if the President is absent.
2. Book necessary meeting spaces for Executive Board and General Body meetings.
3. Assume the office of the President when the latter is impeached, deposed or voted out of office. by a two-thirds majority of the voting members in good standing.
4. Maintain a semester calendar of events

**The Vice-President of External Affairs shall:**

1. Contact guest speakers and collaborating organizations for all UPHA events.
2. Oversee and coordinate every external event hosted by UPHA.
3. Assist the Director of Service with contacting organizations & events through oversight.

**The Treasurer shall:**

1. Manage all UPHA's finances and related accounts.
2. Maintain knowledge and follow the financial rules and codes in relation to Student Government.
3. Submit requests for money to Student Government Finance in a timely fashion and meet all necessary deadlines.
4. Maintain a detailed financial account of the organization including all financial transactions
5. Plan, coordinate, and lead organization fundraisers.
	1. Ideas, partnerships or acquiring donors, identifying opportunities
	2. Funding requests from Student Government
	3. The collection or disbursement of UPHA's finances.
6. Coordinate the purchase of all merchandise.

**The Secretary shall:**

1. Take accurate and reliable minutes.
2. Formulate a list of tasks and deadlines to accompany meeting minutes.
3. Relay minutes to members of the Executive Board and General Body within 48 hours of a meeting.
4. Record attendance at meetings and organization events
5. Book necessary meeting spaces for Executive Board and General Body meetings.
6. Oversee the shared UPHA Google Drive.
7. Manage UPHA's Gmail account (responding to emails and informing the group with relevant information) and organizing documents within the drive.
8. Collaborate with the Director of Public Relations to create a biweekly newsletter.
9. Collect material for the bi-weekly newsletter and present it in an informative and visually appealing way.

**The Director of Public Relations shall:**

1. Create publicity flyers and items to promote the organization, events, and opportunities
2. Maintain and update all social media platforms for the organization
3. Take pictures at organization meetings and events
4. Moderate the organization's website
5. Create promotional materials for all UPHA events and manage all social media accounts (Facebook and Instagram).
6. Collaborate with the Secretary to create a bi-weekly newsletter.
7. Collect material for the newsletter and present it in an informative and visually appealing way.
8. After events, the Director of Public Relations will edit photos to be posted on social media and provide a recap of events.

**The Director of Service shall:**

1. Organize meaningful, public health related community service events for members to engage in at least once per month
2. Coordinate all service events and be UPHA's liaison for external service organizations.
3. Collaborate alongside the Vice President of External Affairs for external collaboration events pertaining to service.

**ARTICLE IX. ELECTIONS**

**Section A.** Nominations for the executive board shall take place two weeks prior to elections. General body members of the organization are eligible to nominate any other general body member including himself or herself. The nomination must be seconded in order for the person to run for office. Nominated members must confirm their desire to run for a position within 72 hours of the nomination period. Individuals nominated for multiple positions are permitted to accept nominations for as many positions as they would like.

**Section B.** Voting will take place using a secret ballot process and a majority vote is needed for an officer to be elected. Voting will take place in the following order-President, Vice President, Treasurer, Secretary, Director of Public Relations, and Director of Service. Thus, those nominated for multiple positions may slate down if they were not elected for a higher position.

**Section C.** If there is a tie between two candidates, there will be a run-off vote between the top two candidates who received the most votes. The run-off vote will take place at the next General Body Meeting. Elections will take place in early April to ensure a smooth transition between the past Executive Board and the new Executive Board.

**ARTICLE X. FINANCE**
As a General Registered Student Organization, Undergraduate Public Health Association does not receive any funding or resources from other UF Departments or Colleges, rather, this organization is funded by fundraisers, such as car washes, to raise funds for the organization. The funds will be used for items, such as t-shirts or food provided at organization socials. The Undergraduate Public Health Association will also apply for Student Government funding.

**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, the Undergraduate Public Health Association will leave any assets and outstanding funds to the World Health Organization.

**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.

Proposed amendments to the constitution can be presented at any Undergraduate Public Health Association General Body meeting by general body members. The proposed amendment(s) will be voted on at the next General Body meeting. At least a two thirds majority vote will be required for an amendment to pass.

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