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

The name of this organization is African Student Union. This organization will utilize the acronym ASU in all publicity materials and correspondence. The African Student Union is affiliated with Volunteers for International Student Affairs (VISA) operating in Gainesville, Florida. The website of VISA is [www.ufvisa.org](http://www.ufvisa.org).

**ARTICLE II. ORGANIZATION AFFILIATION**

As outlined in the RSO Classification Policy, African Student Union 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 the organization is to: create and encourage relationships among African students at the University of Florida, the Gainesville community and other organizations; create and foster goodwill, friendship and understanding among African students on the campuses of higher institutions of learning in Alachua County; educate members and interested parties in Gainesville and the university community and elsewhere about African cultures, traditions and issues affecting the well-being of the African continent.

The goals of the organization will be achieved through the following activities: forums, lectures, cultural events, social activities, fundraisers and volunteerism, meetings, and scholarship.

This organization shall be not-for profit or non-commercial in nature.

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

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

African Student Union 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

African Student Union 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

African Student Union 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 African Student Union 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

African Student Union 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 African Student Union**

African Student Union 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). African Student Union 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.

The Faculty Advisor shall serve as a resource person and provide advisory support for the officers and members of the organization. The Faculty Advisor shall work closely with the Executive Board to achieve the goals and plans of the organization; advise the Executive Board on all pertinent issues; not be permitted to vote.

The Executive Board shall nominate potential candidates for faculty advisor.  The advisor will be elected by a two-thirds majority of the active members present at the meeting, same method as to replace an advisor.

The Faculty Advisor will serve a term of one academic year. In the event that the Faculty Advisor is unable to continue in their position, officers may nominate a replacement at any time, to be confirmed by a majority vote of the 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](https://policy.ufl.edu/policy/rso-classification-officer-eligibility/).

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

**Section A:** The Executive Board shall consist of the following elected officers: the President, Internal Vice-President, External Vice-President, Treasurer, Secretary, and two Public Relations Directors.

Other executive titles can be created and filled with a two-thirds majority vote by active members during the regular election.

 Part 1: The general duties of the Executive Board consist of: carry responsibility to implementing programs approved by the General Body; take action on (cabinet) proposals submitted to the Executive Board; meet under one of the following conditions: as summoned by the President or as desired by the majority of the Executive Board; hold at least one Executive Board meeting a month; nominate a faculty advisor and elect this nominee through a two-thirds majority vote from active members; determine how many officer absences and tardiness’s constitute as a basis for disciplinary action, such as removal from office.

 Part 2: The President shall be the official spokesman and ambassador for the organization; set the agenda for executive board and general body meetings; be the presiding officer over executive board and general body meetings; present a written report of the organization’s activities to the General Body at the end of each academic year; re-register the organization at the beginning of the Fall Semester; arrange and head the end of the year Awards Banquet.

 Part 3: The Internal Vice-President shall be the presiding officer over executive board and general body
 meetings in the president’s absence; support and report to the President; oversee the internal cabinets and are responsible for the duties of the internal cabinets; have knowledge of and assume parliamentarian duties at all meetings; be familiar with the organization’s constitution; automatically 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; arrange and head events, including social, cultural, and intellectual; draft events
 and create a semester calendar of events with the executive officers at the beginning of each academic year;
 Submit a written financial report of each program to the Treasurer before and after the program.

 Part 4: The External Vice President shall be the presiding officer in the absence of the President and the
 Internal Vice President; organize community service events in collaboration with the community service
 director; oversee the external cabinets and are responsible for the duties of the external cabinets; draft events and create a semester calendar of events with the executive officers at the beginning of each academic year; submit a written financial report of each program to the Treasurer before and after the program.

 Part 5: The Treasurer shall understand and follow Student Government (SG) Finance rules and codes for
 SG-funded organizations; complete requests for money to SG Finance in a timely manner—meeting all
 deadlines; Keep a detailed record of all financial transactions of the union and submit a written financial
 report based on these records to the General Body at the end of each semester and at any meeting when
 requested by the General Body; bring a detailed financial account at each Executive Board meeting; establish and chair a finance committee comprised of members of the organization; Issue receipts to all persons donating money to the organization; Arrange and head fundraising events.

 Part 6: The Secretary shall keep accurate and consistent minutes; create a record of tasks, task heads, and deadlines in the form of a Summary Action Sheet to accompany meeting minutes; have minutes available for viewing by the executive board and general body within 72 hours of a meeting; keep a record of attendance at meetings and the organization’s events.

 Part 7: The Public Relations Directors shall be responsible for all publicity and publications related to the
 organization as approved by a majority of the Executive and/or the General Body; coordinate all publicity
 efforts with the programs of the Social Director and the other officers within a reasonable time before these activities and programs.

In cases of emergency, the Executive Board shall take decisions with the help of the faculty advisor and report these decisions at the next general body meeting.

Relationship to Other Organizations:

1. By a two-thirds majority, the organization can formally associate with other organizations with the terms of the association clearly laid out.
2. The General Body reserves the power to specify with which organizations the organization can associate.

The faculty advisor will be reviewed before the re-registration of the organization.  If a change is demanded, nomination will occur by the Executive Board and election by the General Body (two-thirds majority).  If no change, the current advisor will continue to hold his/her position.

**Section B: The appointed officers in the African Student Union shall be African Leadership Program Director, Cooking Directors, Community Service Director, Fundraising Director, Historian/ Editorial Assistant, Mentorship Director, Social Directors, Pageant Directors, and Showcase Directors.**
The President and Vice-President are ex officio members of all the committees.

 Part 1: The African Leadership Program shall select members for the upcoming class of ALP, and facilitate meetings.

 Part 2: The Community Service Director will work closely with the Vice President to plan and organize community service events, schedule at least three community service events a year.

 Part 3: The Cooking Directors shall provide meals for GBM’s and Socials.

 Part 4: The Social Directors will plan and organize bi-monthly social events for members.

 Part 5: The Fundraising Director will create new, effective, and creative fundraising ideas, work with Treasurer to identify financial areas in need and bridge those gaps.

 Part 6: The Mentorship Director/Alumni Liaison will promote and recruit individuals for the mentorship program, plan 3 mentorship socials a semester, keep alumni informed about current developments in ASU by sending monthly emails and plan alumni networking events.

 Part 7: The Historian/ Editorial Assistant will maintain and update the organizations website, organize pictures and memorabilia, assist Secretary with Motherland Magazine duties.

 Part 8: The Showcase Director shall plan and organize The Annual African Showcase in conjunction with the Executive Board.

Part 9: The Pageant Director shall plan and organize the annual Mr. and Miss Africa Scholarship Pageant.

**Section C:** The Executive Board members shall hold office for one year and are each eligible for re-election but are not permitted to hold the same executive office position more than two consecutive terms. Officers shall assume their official duties at the close of the last general meeting of the academic year and shall serve until their successors are elected. All officers shall take on duties delegated by the Executive Board by majority rule.
In the event that an Executive Board member is unable to continue in their position, officers may nominate a replacement at any time, to be confirmed by a majority vote of the members.

Section D: For the Executive Board no absences will be tolerated except in the case of an emergency. Three unexcused absences from the total general body meetings for the academic year will result in disciplinary action, which might include removal from office.  The officers will vote on the action—a two-thirds majority is required.

Disciplinary charges against an executive officer can be initiated by a two-thirds active member majority.

Extreme cases of actions detrimental to the organization will be considered by and action taken by the Faculty Advisor as the mediator.

**ARTICLE IX.**  **ELECTIONS**

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

A general body meeting shall be held at the end of each academic year before the election meeting to nominate members for Executive Board positions. At the meeting the general body will suggest individuals they want nominated for certain positions. If the nomination is seconded, the person can run for office. Nominated individuals have 48 hours to decide whether or not they will run after the nominations meeting, and they will need to email the president with their decision. A general body meeting shall be held at the end of each academic year in the month of April for the election of new Executive Board officers.

Active members, as defined in the Bylaws, shall be allowed to vote.

Active members, as defined in the Bylaws, who have successfully completed 3 tabling hours per year, shall be allowed to run for office excluding the President and Vice-President positions.

Active members, as defined in the Bylaws,, who have fulfilled the above requirements and have been actively involved in a committee or held an Executive Board position shall be allowed to run for the President and Vice-President positions.

Voting shall occur by anonymous ballot and a simple majority vote is required to elect an officer. 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 at the next general meeting. Active members shall be able to vote in a similar manner on vacant Executive Board positions during the academic term.

An officer can be brought up for impeachment on grounds that they are not fulfilling their duties or that the general body votes that they are harming the organization. The Executive Board can impeach an officer with a two-thirds majority vote. If this is the case, this impeachment will be presented at the general body that shall have the last say. For an officer to be removed, two-thirds of the general body must vote the officer out of office.

**ARTICLE X. FINANCE**
As a General Registered Student Organization, African Student Union does not receive any funding or resources from other UF Departments or Colleges, rather, this organization is funded by:

* Student Government Funding
* Fundraising Events such as carwashes and similar activities
* Intended use of money raised includes t-shirts, travel expenses, and operational expenses
* Members are expected to participate in these fundraising activities

**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, African Student Union will leave any assets and outstanding funds to the American Cancer Society.

**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.

Amendments and constitutional reviews can be introduced by any active member of the organization and such motions shall be approved by a two-thirds majority present at the meeting. The Executive Board can appoint a three-person committee to review the constitution when deemed necessary.

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