**CONSTITUTION OF THE MINORITY HEALTH PROFESSIONAL MENTORSHIP PROGRAM**

**ARTICLE I. NAME OF ORGANIZATION**

The name of this organization is the Minority Health Professional Mentorship Program. This organization will utilize the acronym MHPMP in all publicity materials and correspondence. Minority Health Professional Mentorship Program is not affiliated with any national chapter.

**ARTICLE II. PURPOSE STATEMENT**

Minority Health Professional Mentorship Program (MHPMP) seeks to establish an organization that builds professional development while also establishing a mentorship program between minority undergraduate pre-health students and students enrolled in health professional schools.

The goal of this program is to provide pre-health students at UF the opportunity to gain support and guidance, as well as to overcome the many obstacles associated with being an underrepresented person in the pre-health field. Additionally, healthcare professional students will learn to apply the lessons they learned as mentors in their fields as practitioners and increase the number of underrepresented peoples in healthcare.

The purpose of MHPMP is to increase the number of successful underrepresented applicants to health professional schools by providing them with additional support in the form of peer-to-peer mentoring and professional development. The mentors will be students in health professional school and shall provide advice based on shared experiences and develop the undergraduate student as a leader.

MHPMP will also conduct professional development sessions where students can learn professional skills (such as resume writing, interview tactics, and exam prep) outside of the classroom that will make them more competitive applicants to health professional schools.

**ARTICLE III. COMPLIANCE STATEMENT**

Upon approval by the Department of Student Activities and Involvement, Minority Health Professional Mentorship Program shall be a registered student organization at the University of Florida. Minority Health Professional Mentorship Program 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

Minority Health Professional Mentorship Program 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

Minority Health Professional Mentorship Program 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

Minority Health Professional Mentorship Program 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, Minority Health Professional Mentorship Program 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: The elected officers of Minority Health Professional Mentorship Program shall be President, Vice-President, Secretary, Treasurer, and Public Relations Manager.

Part 1:

1. The President shall preside at all meetings of the organization.
2. The President shall coordinate the work of the officers and committees.
3. The President shall be responsible for serving as a liaison between the Minority Health Professional Mentorship Program and health professional schools.
4. The President shall provide guidance and foster teamwork.
5. The President shall develop the agenda for and hold regular MHPMP meetings.
6. The President shall serve as direct representative for organization.
7. The President shall perform other duties as may be delegated by the elected officers by majority vote.

Part 2:

1. The Vice-President shall serve as an aide to the President.
2. The Vice-President shall perform the duties of the President in her/his absence or inability to serve and shall perform other duties as may be delegated by the President.
3. The Vice-President shall book locations for committee events and general body meetings.
4. The Vice-President shall serve as oversite for sub-committees and report to President.
5. The Vice-President shall perform other duties as may be delegated by the President.

Part 3:

1. The Treasurer shall receive all monies of Minority Health Professional Mentorship Program.
2. The Treasurer shall keep an accurate record of receipts and expenditures; shall pay out local funds in accordance with the approved budget as authorized by the organization.
3. The Treasurer shall pay out local funds in accordance with the approved budget as authorized by the organization.
4. The Treasurer shall present a financial statement at every meeting of the Minority Health Professional Mentorship Program and at other times when requested by the President or Vice President.
5. The Treasurer shall be responsible for coordinating all fundraising events.  He/she can organize a fundraising committee if deemed necessary.
6. The Treasurer shall perform other duties as may be delegated by the President or Vice-President.

Part 4:

1. The Secretary shall record the minutes of all meetings of Minority Health Professional Mentorship Program.
2. The Secretary shall maintain contact with general body through email or any other form of communication as deemed necessary.
3. The Secretary shall manage attendance records and good standing records.
4. The Secretary shall perform other duties as may be delegated by the President or Vice-President.

Part 5:

1. The Public Relations Manager shall promote the Minority Health Professional Mentorship Program and its events.
2. The Public Relations Manager shall maintain contact with community through social media outlets and email.
3. The Public Relations Manager shall perform other duties as may be delegated by the President or Vice-President.

Section B: 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. Re-election of an officer is permitted however; no officer shall hold an office for more than two years.

Section D: Any officer of Minority Health Professional Mentorship Program may be removed from office through the following process:

Part 1: A written request by at least three voting members of the organization shall be submitted to either the President, Vice President, or Treasurer. Written notification shall be sent to the officer in question asking that officer to be present at the next meeting and prepared to respond to the removal request. Impeachment proceedings shall be initiated at the following general body meeting no longer than 30 days after receipt of the petition to impeach.

Part 2: A two thirds majority vote of members present is necessary to remove the officer.

Part 3: In the event of the removal of an officer, a special provision may be granted to the remaining officers to appoint an interim replacement until an election may be held.

Section E: Any vacancy occurring in the Executive Board for any reason shall be filled by an interim officer for the rest of the term through the election process outlined in Section E. Any member may nominate any other voting member, excluding himself or herself and must be seconded by another member of the general body. Voting will occur by secret ballot and a simple majority vote is required to elect an interim 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. Time held as interim officer shall not count towards the maximum two consecutive terms in the same office.

**ARTICLE VII. ELECTIONS**

Nominations for all officers will take place annually four weeks prior to elections. Any member may nominate any other voting member in good standing (defined in article XI), excluding himself or herself and must be seconded by another member of the general body. Voting will occur by secret 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. No person shall be eligible to serve more than two consecutive terms in the same office. Elections should take place in April to allow for turnover between old and new board. If there is a tie between two members for any executive position, the general body shall repeat the election process for that position until the tie is broken.

Officers may only be nominated and elected if he/she has been in good standing the previous academic year.

**ARTICLE VIII. STUDENT ORGANIZATION ADVISOR**

The student organization advisor shall serve as a resource person and provide advisory support for the officers and members of the organization. The student organization advisor shall provide support and guidance for all members. The student organization advisor shall be nominated by the general body and confirmed by a majority vote of the general body. The student organization advisor will serve a term of one (1) academic year and may be re-elected indefinitely. In the event that the student organization 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 IX. FINANCE**

Minority Health Professional Mentorship Program will collect no dues. The Minority Health Professional Mentorship Program will apply for student government funding. The Minority Health Professional Mentorship Program will use funds for items and/or events including but not limited to: promotional materials, supplies for professional workshops (stethoscopes, sphygmomanometer, suture kits, etc.), food for meetings, costs of marketing (flyers, Facebook ads, etc.), etc.

**ARTICLE X. DISSOLUTION OF ORGANIZATION**

In the event this organization dissolves, all monies left in the treasury, after outstanding debts and claims have been paid, shall be donated to “The Ronald McDonald House Charities of North and Central Florida 501(c)(3).”

**ARTICLE XI. POLICIES AND PROCEDURES**

Part A

Good standing will be calculated at the end of the school year in the Spring semester by the secretary. In order for a member to be considered in good standing, he/she must:

* Have no more than one un-excused absence to general-body meetings
* Have attended two thirds of all events including but not limited to: fundraising events, workshops, and promotional events

Part B

Excused absences include:

* Class
* Exams
* School sponsored event
* Illness
* For the purpose of having medical, dental, optometric, or chiropractic services rendered
* For the purpose of attending the funeral services of a member of his or her family
* For the purpose of jury duty in the manner provided for by law
* Due to an appearance in court
* Due to observance of a holiday or ceremony of his or her religion, attendance at religious retreats
* Due to attendance at an employment conference [Must be approved in advance]
* Due to need to secure proper immunization
* Due to attendance at an educational conference
* For the purpose of serving as a member of a precinct board for an election

All absences must show proof of reason of absence.

**ARTICLE XII: AMENDMENTS TO CONSTITUTION**

Amendments to this constitution may be proposed at any regular meeting by any member of Minority Health Professional Mentorship Program. Amendments will require a two-thirds vote of the members in good standing in attendance at the meeting, and are subject to final approval by the Department of Student Activities and Involvement.