**Active Minds at Florida Constitution**

**ARTICLE I. NAME OF ORGANIZATION**

The name of this organization is Active Minds at Florida. This organization is affiliated with the nation’s premier nonprofit organization called Active Minds.

**ARTICLE II. ORGANIZATION AFFILIATION**

As outlined in the RSO Classification Policy, Active Minds at Florida 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**

Active Minds at Florida is the University of Florida chapter of the national non-profit organization Active Minds operating in Philadelphia, Pennsylvania. The website of Active Minds is www.activeminds.org. The purpose of Active Minds at Florida is to explore and promote mental health education issues related to the student experience. Active Minds at Florida will help those interested in stress relief and the mental health community get to know one another outside the classroom. Ultimately, this will create lasting change in the way mental health is discussed, viewed, and handled on the University of Florida Campus. Active Minds at Florida has several goals. Members work to increase mental health awareness on campus, raise funds for critical mental health education and resources through the Active Minds national office, promote positive mental health, educate their peers about the signs and symptoms of mental health disorders, and encourage students to reach out for help when needed. The function of Active Minds at Florida is to play an important role in referring students to resources and starting conversations about this important topic.

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

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

Active Minds at Florida 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

Active Minds at Florida 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

Active Minds at Florida 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 Active Minds at Florida  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

Active Minds at Florida understands, acknowledges, and agrees to uphold and abide by the specific minimal requirements regarding eligibility as defined in the Registered Student Organization 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 ACTIVE MINDS AT FLORIDA**

Active Minds at Florida 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 by laws and guiding documents will be transitioned to new student organization leaders and/or advisor(s). Active Minds at Florida 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 advisor shall serve as a resource and provide advisory support for the officers and members of the organization. The advisor is welcome to attend executive and general meetings. The advisor shall be nominated by the officers. The advisor will serve for one academic year. After that time, officers will vote to reinstate the faculty member for another academic year or to nominate another, majority vote rules.

**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.

Section A: The elected officers of Active Minds at Florida shall be President, Vice-President, and Treasurer. At no time should one person hold more than one of these positions.

Part 1: The President shall oversee the overall operations of the organizations to make sure that all functions are carried out efficiently and effectively. The president shall also be in charge of approving all social media content, PowerPoints that are presented at general body meetings, and all events. Finally, the president will be responsible for updating the official Active Minds organization.

Part 2: The Vice-President shall serve as an aide to the President and shall perform the duties of the President in her/his absence or inability to serve. In addition, the Vice President will assist other officers with various duties when needed and ensure strong leadership succession by overseeing general member volunteer opportunities, while encouraging and mentoring newly appointed officers.

Part 3: The Treasurer shall keep an accurate record of receipts and club expenditures, and will be required to present a financial statement when requested by the President or Vice President. Additionally, they will oversee all fundraising efforts of the club by setting a fundraising goal each month and facilitating the means of fundraising, such as events or asking for local business donations.

Section B: The appointed officers of Active Minds at Florida shall be the Internal Social Media Director, the External Social Media Director, the Graphic Design Director, the Operational Director, the Assistant Operational Director, and the Campaign Director. Appointed officers are expected to carry out their duties without being reminded. They should demonstrate leadership and initiative.

Part 1: The Internal Social Media Director shall create PowerPoints for all general body meetings and present them at general body meetings.

Part 2: The External Social Media Director shall manage the Active Minds at Florida Instagram account and posts content related to mental health and raising mental health awareness. The External Social Media Director will alternate/take turns with the Internal Social Media Director to present PowerPoints at general body meetings.

Part 3: The Graphic Design Director shall design graphics for general body meeting PowerPoints and the Active Minds at Florida Instagram account posts. The graphic design director will also collaborate with the internal and external social media directors.

Part 4: The Operational Director shall create a schedule for meetings and events. They will also be responsible for the content of these gatherings. This includes creating ideas for stress-relief events on campus and reaching out to guest speakers. The operation director is responsible for acquiring any necessary permits for events. These include permits for tabling, on campus activism, and handing out food. The Operational Director collects attendance at events and sends out reminders to all members before events. At general body meetings, the operational director should be prepared to speak about past events, upcoming events, and plans for the future.

Part 5: The Assistant Operational Director shall assist the operational director with everything: this may include fundraising or facilitating stress-relief events.

Part 6: The Campaign Director shall create educational materials for a campaign to decrease mental illness stigma and increase mental health awareness. This may include making informational videos about mental health, creating posters/pamphlets for mental health awareness, and/or gathering information to give to graphics/social media directors to create graphics or posts for the Active Minds at Florida Instagram account.

Section C: All elected and appointed officers shall begin their official duties at the conclusion of the final general meeting of the academic year. Their term of service shall extend for the following academic year. Should an officer graduate early, resign, or be removed from their position, they will not fulfill the remainder of their term. The remaining officers shall be responsible for recruiting and filling the vacancy.

Section D: Any officer of Active Minds at Florida may be removed from office through the following process:

Part 1: A written request with probable cause by at least three voting members of the organization shall be submitted to the President or the highest officer not facing a complaint. Probable cause is defined as any way in which an officer of Active Minds at Florida is not fulfilling his or her position duties and responsibilities. Written notification shall include probable cause and shall be sent to the officer in question asking that officer to be present at the next meeting and be prepared to respond to the removal request.

Part 2: To remove an officer, a two-thirds majority vote of the elected and appointed officers will be required. This vote will be conducted in person, with all positions present.

Part 3: In the event of an officer's removal, the President or Acting President appoints an interim replacement until an election may be held.

**ARTICLE IX. ELECTIONS**

Nominations for all open elected officer positions will open annually at the general meeting prior to the election meeting. Nominations will remain open for one week following this meeting. Any voting member may nominate any other voting member, including themselves, by sending an email to the current Active Minds at Florida president stating who they wish to nominate and why. All nominees must meet the officer eligibility criteria per university policy. A voting member is defined as having attended at least two general body meetings during the semester. Voting will occur by secret ballot, and a simple majority vote is required to elect an officer. If no candidate receives a majority vote, there shall be a runoff vote between the top two vote recipients, with the same voting procedures applied. All voting members will participate in the selection and election process for all elected officer positions (i.e., the President, Vice President, and Treasurer). No person shall be eligible to serve more than two consecutive terms in the same office. Elections should take place in March to allow for turnover and training between the outgoing and incoming board members, with newly elected officers assuming their duties at the conclusion of the final general meeting of the academic year.

In the absence of clear direction on election, amendment, and/or voting procedures, Active Minds at Florida 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, Active Minds at Florida does not receive any funding or resources from other UF Departments or Colleges, rather, this organization is funded by: Student Government Funding and independent fundraising methods.

Active Minds at Florida will not require membership dues; however, it will raise semesterly funds that consist of voluntary donations from Active Minds at Florida members and fundraisers. The organization will conduct a number of fundraisers each semester such as bake sales and car washes, of which all members of the organization are expected, but not required, to participate. The organization may also apply to the National Active Minds organization for grant funding. All funding received by Active Minds at Florida shall be used for campus outreach, such as fliers and banners; charity towards mental health organizations; and stress-relief events.

**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, Active Minds at Florida will leave any assets and outstanding funds to the Alachua County Crisis Center.

**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.

An amendment to the Active Minds at Florida may be proposed by any member. A member wishing to propose a new amendment shall do so by emailing the completed written amendment to any elected officer. In the event an amendment to the constitution is proposed, a vote will be held to decide whether or not the amendment will be passed. In order to pass an amendment, 2/3 of the elected and appointed officers will be required to vote in favor of the amendment. If an amendment is voted on and agreed upon, the president will inform SAI about the amendment, and the vice president will notify the members of Active Minds at Florida about the new amendment at the next general body meeting.

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