**Brazilian Student Association Constitution**

We, the members of the Brazilian Student Association, in order to secure for ourselves and in compliance with Student Activities and Involvement office at University of Florida regulations, do thereby adopt and establish the following Constitution. University of Florida Policies supersede any part of this document.

ARTICLE I. NAME OF ORGANIZATION

The name of this organization is Brazilian Student Association. This organization will utilize the acronym “BRASA” in all publicity materials and correspondence. BRASA is affiliated with Volunteers for International Affairs (VISA), at the University of Florida.

ARTICLE II. PURPOSE STATEMENT

BRASA is established for the purpose of aiding incoming and present Brazilian students at the University of Florida, to join the Brazilian community in Gainesville and to promote cultural awareness across campus.

ARTICLE III. COMPLIANCE STATEMENT

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

BRASA 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

BRASA 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

BRASA 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 BRASA becomes aware of any such conduct described in this article, they are encouraged to report it immediately to staff in Student Activities and Involvement, 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

BRASA 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. 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 be nominated by the officers and confirmed by a majority vote of all officers, and the student organization advisor will serve a term of one (1) 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 officers by a majority vote.

ARTICLE VII. OFFICERS

Section A. The elected officers of BRASA 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 preside at all meetings of the organization and shall coordinate the work of the officers and committees. The President must have been an officer in the e-board for at least one (1) academic year to be eligible.

 Part 2: The Vice-President shall preside at all meetings of the organizations and serve as an aid to the President, sharing and/or revising the duties of the President, as well as leading the rest of the executive board alongside the President.

 Part 3: The Treasurer shall receive all monies of BRASA; 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. The Treasurer shall present a financial statement at every meeting of BRASA and at other times when requested by the President.

Section B. The appointed officers of BRASA shall be the Head of Marketing, Head of Events, Secretary, Marketing Director, and Events Director. All of the officer positions listed above will be appointed by the current officers. All applicants must be active members and must fill out an application form by the given due date. Upon revision, current officers will conduct interviews with their potential successor. After the interviews, the officers will then vote on each role and appoint the next academic year’s officers by majority vote.

 Part 1: The Head of Marketing shall manage all social media accounts and posts of BRASA. Responsible for engagement and communication throughout all digital platforms.

 Part 2: The Head of Events shall create and plan events, including budgeting and space allocation.

 Part 3: The Secretary shall record the minutes of all meetings of BRASA and shall perform other duties as may be delegated.

 Part 4: The Marketing Director shall support the Head of Marketing. Shall create graphics, videos and text, take pictures at events, and communicate clearly with members.

 Part 5: The Events Director shall support the Head of Events. Shall assist with all event creations, including the planning of GBMs.

Section C. 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. Any officers of BRASA may be removed from office through the following process:

 Part 1: A written request by at least ten (10) active-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.

 Part 2: 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. In the event of other officer vacancies (e.g. resignations, officer ineligibility, etc.), a special provision may be granted to the remaining officers to appoint an interim replacement or until an election may be held if the vacant spacer is of President, Vice-President, or Treasurer.

ARTICLE VII. ELECTIONS

Nominations for all officers will take place in March. Any member may nominate themselves to the role of Vice-President and Treasurer. Any current or past officer who served for one (1) academic year may nominate themselves for the role of President. Nominations must be made before the election meeting.

Voting will occur by using a secret ballot, and a simple majority vote is required to elect the top three (3) candidates by the active members. The top three candidates chosen by the members will then be voted on by the current officers. The new President, Vice-President, and Treasurer will be elected by a majority vote by officers. In the event of a tie, there shall be a run-off vote between the top two vote recipients by all current officers, with a victory margin of a simple majority. Elections shall take place in April.

ARTICLE IX. FINANCE

BRASA will not require membership dues; BRASA will be partially funded by the Student Government; BRASA will also raise funds through events that promote cultural awareness on-campus (such as event sponsored by BRASA or other cultural student organizations) and off-campus events (such as a conferences held by the Global Brazilian Student Association). All funds raised will be directed toward travel costs (e.g. plane tickets, gas, lodging), merchandise (e.g. sweatshirts, stickers, t-shirts), and events, if not able to get funding by Student Government (e.g. decorations).

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 Bread of the Mighty Food Bank, in Gainesville, FL.

ARTICLE XI. BYLAWS FOR BRASA

BRASA 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 SAI constitution requirements. Amendments and changes may be made to the bylaws and shall be consistent with the SAI approved constitution on file and SAI’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). BRASA 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 XII. AMENDMENTS TO CONSTITUTION

Amendments to this constitution may be made at any regular meeting of BRASA provided notice of the proposed amendment was given two weeks prior to a vote. Amendments require a three-fourths vote of the active-members in attendance at the meeting, and are subject to final approval by the Department of Student Activities and Involvement.