



STUDENT ACTIVITIES & INVOLVEMENT

STUDENT LIFE | UNIVERSITY OF FLORIDA

STUDENT ORGANIZATION CONSTITUTION REQUIREMENTS For General Registered Student Organizations (an RSO Classification) 2022--2023

ARTICLE I. NAME OF ORGANIZATION

Right Foot Florida, Right Foot, R.F.F.

ARTICLE II. PURPOSE STATEMENT

The purpose of this organization is to serve the homeless population of Gainesville through service, fundraising, and bringing awareness to the student body about homelessness. Right Foot will work directly with our community and organizations to fulfill their monetary and service needs. For example, we will make dinners for St. Francis shelter, volunteer at Grace Shelter, and communicate with directors of Penn State's Trash to Treasure event that Right Foot is planning on hosting in coming years. We will bring awareness by tabling and hosting guest speakers to talk about homelessness. Right Foot will directly work with Grace Shelter to resource for our Trash to Treasure event and to also set up students with volunteer opportunities!

ARTICLE III. COMPLIANCE STATEMENT

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

ARTICLE IV. UNIVERSITY REGULATIONS

Section A. Non-Discrimination

Right Foot 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

Right Foot 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

Right Foot 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 Right Foot Florida 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.

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 duty of Right Foot's faculty member is to support the club in whatever its need are. They will help resource us to other organizations and staff members to benefit what we need at the time. They will guide us in our ideas to grow our club. Their term will serve as one year with opportunity to be reappointed. The selection method of the advisor will be a vote from the executive board to keep or replace the current advisor every year in March. If they decide to replace the advisor, it must be voted by two thirds of the executive board. Then the executive board will nominate their advisors, staff members, or professors that they have interacted with for at least a semester. The executive board will then vote on the top three choices and will present these choices to the rest of the club. The club will then vote on the choices. The person with the highest votes will then be asked to be the advisor. If for some reason the person denies, then the next person with the highest votes will be asked until all possible options are gone. The process will start over if no one accepts.

ARTICLE VII. OFFICERS

In accordance with Student Activities and Involvements Officer Eligibility Policy, officers wishing to hold leadership positions must have a minimum GPA of 2.5 and must be a full time undergraduate or combined degree/master's degree student. Alongside general academic requirements, officers must be able to attend every General Body Meeting of the semester. Additionally, they must be able to attend all Rightfoot events unless a valid reason is provided.

In Rightfoot, the executive board is comprised of a President, executive Vice President, Vice President of Finance/treasurer, and Vice President of membership. Below are the listed responsibilities of these roles. Responsibilities are subject to change.

- A. President
- B. Executive Vice President
- C. Vice President of Finance
- D. Vice President of Membership

- A. President
 - Preside over General Body Meetings
 - Facilitate Executive Board Meetings
 - Serve as spokesperson for the organization
 - Maintain contact with organization advisor
 - Oversee the roles and transactions of all other officers
 - Initiate new and innovative projects to perpetuate the growth of the organization
 - Serve as a secondary signatory on financial accounts
 - Maintain "Active" status within Gator Connect
 - Obtain appropriate facilities for organization meetings and activities
 - Utilize GatorConnect to register permits and make reservations for events on behalf of the organization
 - Solicit member feedback to enhance the overall success of the organization
 - Direct constitutional updating
 - Reach out to local homeless nonprofits for volunteer opportunities
 - Speak to previous holders of the annual trash to treasure event to fully understand and grasp what the event holds

- B. Executive Vice President
 - Assume the duties of the President in his or her absence
 - Prepare an agenda with the President for all General Body and Executive Board meetings
 - Perform other duties as directed by the President
 - Organize and help the President lead General Body Member meetings and Executive Board meetings

- Assume role of secretary, proofread, type, and look over all written documents
- Update all Rightfoot Social Media accounts
- Alert members for upcoming events and meetings

C. Vice President of Finance

- Serve as primary signatory on financial accounts
- Manage bank account and Venmo account
- Maintain spreadsheet of all monetary transactions
- Actively search for new fundraising and sponsorship opportunities
- Perform other duties as directed by the President

D. Vice President of Membership

- Serve as the primary point of contact for all members and volunteers
- Organize socials for all Rightfoot members
- Hold all members accountable if not meeting point requirements
- Reach out to new potential members
- Overall increase member morale
- Perform other duties as directed by the President

ARTICLE VIII. ELECTIONS

Officer eligibility will begin with 2 active semesters in Right Foot with all membership requirements fulfilled for all active semesters. If a member at any time is on probation for Right Foot, it immediately disqualifies them from holding any officer position. The nomination procedures will be application/interview format. Members will submit an application for the position they desire. Then the executive board will interview them and then decide with $\frac{3}{4}$ vote from the board on who gets the position for the following year. The applications will come out end of March and interviews will be early April. All positions will be filled before the end of April. The executive board will remain the same unless a member of the board is graduating. The above process will remain the same to replace graduating executive board members. If the board cannot decide on who to fill the position with, they will pick the top two applicants and have the rest of the club vote on who gets the position, majority rules.

ARTICLE IX. FINANCE

Funds will be raised through donations, and all proceeds will be donated to local nonprofits that support ending homelessness. Donations will be raised through merchandise sales, guest speaker series sales, cycle classes, car/scooter washes, spirit nights with local restaurants, etc. Additionally, the organization will be contacting local businesses to become sponsors for our events. We will be receiving both monetary and in-kind donations for our events, and to be donated to local nonprofits we work with, after we have covered the cost of logistics for our events. The money raised will be utilized to buy supplies for our fundraising events, meals for shelters, and necessary equipment for donations events. All active members and the executive board of the organization will be expected to participate in the fundraising activities. Our organization will apply for Student Government funding each semester, which will allow us to buy food for our GBMs and all other necessary equipment needed to conduct fundraising events that we cannot obtain through donations.

ARTICLE X. DISSOLUTION OF ORGANIZATION

If money is left over at the time of dissolution the funds will be given to Grace Shelter. In the case that Grace Shelter is not in business at the time of dissolution, the proceeds will be given to another local nonprofit that supports homelessness in Gainesville such as St. Francis shelter or Ronald McDonald. If there are debts left over, the payments will be split up across all active members and then paid.

ARTICLE XI. BYLAWS FOR RIGHT FOOT FLORIDA

RIGHT FOOT 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). RIGHT FOOT AGREES TO PROVIDE ALL UNALTERED BYLAWS AND GUIDING DOCUMENTS AND/OR CLARIFY ITS PROCEDURES IN WRITING ANY UNIVERSITY OF FLORIDA STUDENT, FACULTY, OR STAFF UPON REQUEST.

ARTICLE XII: AMENDMENTS TO CONSTITUTION

Bylaws will be presented to the organization as a whole and will be effective throughout their entire volunteer experience. Bylaws may be amended on an as needed basis. They will be reviewed each year, at the end of the current executive board's terms, and can be edited and updated if necessary.

- A. These bylaws shall be changed and revised as needed by the Rightfoot president and Vice Presidents. All revisions made to the Bylaws must be agreed upon by the entire executive board.
- B. All amended bylaws must be submitted directly to the Department of Student Activities and Involvement at the University of Florida for official review and approval.