**Baking4Wellness**

**ARTICLE I. NAME OF ORGANIZATION**

The name of this organization shall be “Baking for Wellness,” hereafter referred to as “Baking4Wellness”, “the club” and “the organization” and “B4W.”

**ARTICLE II. ORGANIZATION AFFILIATION**

As outlined in the RSO Classification Policy, Baking for Wellness 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**

Baking4Wellness is an organization that promotes mental and general health awareness to the community through the art of baking. Members will have the opportunity to learn the basics of baking and apply that knowledge via fundraising and philanthropy. Members will be able to participate through workshops, general body meetings, social events, volunteering within the community, and more. We would also like to teach students how to incorporate fruits and vegetables into baking to promote general wellness. Workshops will consist of learning the basics of baking certain recipes, and an opportunity for members to add a new hobby. General body meetings will be educational and geared towards teaching members the importance of mental health and self-care, as well as the basics of baking. Social events are a way for students to take academic breaks and is an environment of interaction among members, being done through study socials, Krishna hangouts, potlucks, and more. Fundraising will go towards improving our organization as well as donating to non-profit organizations and advertising our philanthropy. Overall, we want to improve the general health of students across campus and our community through baking!

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

Upon approval by the Department of Student Engagement, Baking for Wellness shall be a registered student organization at the University of Florida. Baking for Wellness 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

Baking for Wellness 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

Baking for Wellness 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

Baking for Wellness 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 Baking for Wellness 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

Baking for Wellness 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](https://hub.policy.ufl.edu/s/article/RSO-Classification-Officer-Eligibility).

**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 Baking for Wellness**

Baking for Wellness 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). Baking for Wellness 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.

Section A. This organization will have at least one member of the University faculty or administration serve as an advisor.

Section B. Duties and Responsibilities

The following shall be the duties of the organization advisor:

1. Be available to all members for consultation for advice, counsel, and as a resource.
2. Sign appropriate paperwork
3. Be familiar with University regulations and the Student Activities and Involvement policies pertaining to student organizations.
4. May attend meetings of the organization.
5. Perform eligibility checks on all officers and members and inform ineligible members of their status
6. Remove ineligible officers and members from their position
7. Keep open lines of communication with Student Activities and Involvement on matters of concern regarding the organization.

Section C. Selection

1. The President will be responsible for selecting an advisor.
2. The Executive Board will confirm the Advisor by a majority vote.
3. The Advisor will serve for one calendar year after confirmation.
4. Should the Advisor decide not to remain in the position, the President will be responsible for finding a replacement, subject to the confirmation process as outlined in this section.

Section D. Removal

1. Upon an Executive Board member’s request for removal, the Executive Board may remove the Advisor with a two-thirds vote.
2. This vote may not take place until one week after the advisor is informed of the Executive Board’s intent.

**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://hub.policy.ufl.edu/s/article/RSO-Classification-Officer-Eligibility).

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

It is required this article contain the following information:

* **A list of which officer titles are elected and which are appointed**
* **Term of office (academic or calendar year)**
* **Impeachment procedures for elected/appointed officers**
* **Procedures for handling officer vacancies (e.g., resignations, officer ineligibility, or similar occurrences)**

**Section A. The Executive Board**

1. The Executive Board of Baking for Wellness shall consist of the President, Vice President, Secretary, Treasurer, Wellness Directors, Communication Director
2. The Executive Board members shall be elected at the last meeting of the Spring semester.
3. The term of office begins the first day following the final graduation of the Spring semester and ends on the last day of Spring graduations the following year.

**Section B. Vacancies**

1. Vacancies in office
	1. A vacancy in office may occur due to an officer failing to meet the eligibility criteria, graduation or by delivering a written resignation to the Secretary of the organization
	2. If the Secretary is resigning, they will deliver their written resignation to the President.
2. President
	1. If the office of the President becomes vacant, the Vice President shall become Acting President and will assume all duties and responsibilities of the office. If the office of the Vice President is also vacant, then the line of succession will go as follows: Secretary, Treasurer.
	2. No later than two weeks after a vacancy occurs in the office of President, the remaining Executive Board shall hold a meeting to decide whether to approve of the Acting President as President. The Acting President shall have no vote. In the event of a tie, the club membership will vote on approval at the next meeting.
	3. If the Executive Board votes against making the Acting President the organization President, the Acting President shall open a nomination form to the club membership that will close after one week of it being opened.
	4. The Executive Board will vote between the candidates for President and select one of the candidates as President. The Acting President shall have a right to vote for this election, unless they are a candidate for President. If a member of the Executive Board is running for the office, that member shall have no right to vote in this election. If there is one candidate running, the Executive Board will have an approval vote (yes/no vote) for the candidate. In the case of any ties, the club membership will vote between the candidates at the next meeting.
3. Vice President, Secretary, Treasurer, Wellness Directors, Communication Director
	1. If any of the above positions become vacant, the President shall open a form for nominations for the respective vacant office. Afterwards, the candidates for the position shall give a presentation to the Executive Board and will vote to confirm or reject the candidate.
4. Election Thresholds
	1. All vacancies shall be filled by a majority vote of the voting body, whether that is the Executive Board or the club membership.

**Section E. Impeachment**

1. Any member of the Executive Board is eligible for impeachment and removal from office. If an officer finds another member’s performance to be detrimental to the organization, they may submit a letter of complaint to the president explaining the offense(s) of the officer. If the complaint is directed at the President, the letter must be submitted to the Secretary.
2. If an individual member wishes to submit a letter of complaint for the actions of an officer, they must have at least 3 cosigners to the letter. Only members who are eligible to vote may sign a letter of complaint.
3. At the next executive board meeting, an evidentiary hearing will be held and the affected officer or director shall have the right to speak for no more than 15 minutes to present their case against removal.
4. The Executive Board must then cast a 2/3 majority vote to impeach the charged Executive Board member. The officer who has charges against them will not be allowed a vote.

**ARTICLE IX. ELECTIONS**

**SECTION A. Electorate**

All members of the organization shall be the electorate and shall have a right to vote in elections.

**SECTION B. Officer Eligibility Requirements**

Candidates for Executive Board officer positions must be registered and enrolled full-time students with a GPA of 2.5 or above, meet the minimum credit hour requirement for full time status, and must not be on conduct probation during the entire term of office and at time of election.

**SECTION C. Nominations**

Candidates for Executive Board officer positions shall announce their candidacy no later than the meeting prior to the election. They may also notify the Secretary, or President if that position is vacant, in writing, that they are running for an Executive Board position.

**SECTION D. General rules**

1. The President shall be the chair of the election, unless they yield the chair to another Executive Board member.
2. The elections meeting shall be held no later than the last week of classes of the Spring semester.
3. The candidates for each position shall be given 2 minutes to deliver a presentation on their candidacy. Candidates for President shall have 3 minutes to present.
4. After speeches, the electorate shall vote through paper ballots or Google Form.
5. For a candidate to be declared the winner, they must receive a majority vote (50%+1). In the case of no candidate receiving such a majority, the top-two vote getters will go into a runoff. Runoff candidates will field questions and answers for 3 minutes each.
6. In the event that “no confidence” gets a majority, the officer position will immediately open up for nominations and elections. If no person is nominated at the meeting, the newly-elected Executive Board shall open up a form for nominations and interviews.

In the absence of clear direction on election, amendment, and /or voting procedures, Baking for Wellness 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, Baking for Wellness does not receive any funding or resources from other UF Departments or Colleges, rather, this organization is funded by:

**Section A. Budgeting**

Dues shall not be collected. The Baking for Wellness budget shall be managed to the utmost financial stewardship. Any expense of Baking for Wellness shall be justified as benefiting either the organization itself or the student community as a whole. All expenses may be reviewed by any member of the executive board and brought into question regarding financial stewardship. Every semester, the executive board shall meet and plan the budget for the next academic term in advance of the Student Government Budget Hearings. The budget, once approved by the Student Government Budget and Appropriations Committee, shall be utilized for planning all projects of the organization for that semester. Funds are appropriated with the expectation that the entirety of the budget is utilized each year. The Treasurer shall maintain the budget and be prepared to report on the state of the budget at any given meeting.

**Section B. Student Acquisition Requests**

Any officer may submit a Student Acquisition Request (SARs) for the allotment of funds for a specific expense with approval of a member of the Executive Board. All SARs must be approved by the Treasurer and President. A report of all SARs made since the previous meeting of the Executive Board may be requested by any member for the next meeting. All expenses must be in accordance with the regulations of Student Government, the University of Florida, the State of Florida, and federal law.

**Section C. Other sources of funds**

An account of funds received by the organization through fundraising or donations shall be maintained by the Treasurer. These funds shall only be used for those purposes outlined in the Baking for Wellness Bylaws.

**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, Baking for Wellness will leave any assets and outstanding funds to …

1. In the event this organization dissolves, all monies left in the treasury, after outstanding debts and claims have been paid, shall be donated to Gainesville Community Counseling Center of the outgoing Executive Board’s decision.
2. The organization shall be considered dissolved if no member fills the President, Vice-President and Treasurer positions
3. The social media accounts, email accounts, and other digital entities associated, maintained, and controlled by the organization shall be deleted once the organization is dissolved.

**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.

**Section A. Submission and timeline**

1. Any amendments to this constitution shall be submitted in writing to the Secretary, or the President if the position is vacant, at any time. Any member of the organization shall be allowed to submit a constitutional amendment.
2. The proposed constitutional amendment shall be heard and voted on by the next regular meeting of the organization.
3. If the amendment is approved, pursuant to Section B of this Article, the amended constitution must submitted directly to the Department of Student Activities and Involvement for review and approval

**Section B. Voting Procedure**

For a constitutional amendment to be considered approved, it must receive a two-thirds vote of those voting on the measure for it to be ratified. Any member may request to adopt the amendment by unanimous consent.

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