**CONSTITUTION OF THE FIRST GENERATION STUDENT ORGANIZATION AT THE UNIVERSITY OF FLORIDA**

**Amended Friday, September 6, 2013**

**ARTICLE I NAME**

The name of this organization shall be the First Generation Student Organization, hereafter abbreviated FGSO.

**ARTICLE II PURPOSE**

The First Generation Student Organization exists to:

1. Build a community between first-generation college students
2. Prepare students for life after college
3. Give back to the Gainesville community, the University of Florida and the global communities at large
4. Enriching its members by providing opportunities for self-awareness, academic support and leadership development
5. Create programs and events that stimulate involvement at the University of Florida and the Gainesville community.

**ARTICLE III COMPLIANCE STATEMENT**

Upon approval by the Department of Student Activities and Involvement, the First Generation Student Organization shall be a registered student organization at the University of Florida. The First Generation Student Organization 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***

The First Generation Student Organization 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***

The First Generation Student Organization agrees that it will not engage in any activity that is unwelcome conduct of sexual nature that creates a hostile environment.

***Section C. Hazing***

The First Generation Student Organization 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, the First Generation Student Organization 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 FGSO Executive Board shall consist of the following elected officers:

1. President
2. Vice President of External Affairs
3. Vice President of Internal Affairs
4. Treasurer
5. Secretary
6. The FGSO Internal Cabinet shall consist of
   * + 1. Director of Social Events
       2. Director of Community Outreach
       3. Director of Student Transition
       4. Director of Sports
       5. Director of Public Relations
       6. Director of Awareness
7. The FGSO Executive Board shall serve to fulfill the purpose of FGSO and handle its regular business.
8. The quorum for conducting the business of the FGSO Executive Board shall be more than half the number of members of the FGSO Executive Board.

***Section B. Duties:*** The duties of the elected officers shall include but not be limited to the following:

1. President
   1. Preside at all meetings of the FGSO Executive Board, FGSO general body, and any special meetings
   2. Appoint chairpersons with a majority vote of the Executive board (50% plus 1)
   3. Supervise and approve financial transactions related to FGSO and its committees
   4. Serve as an ex-officio member of all FGSO committees
   5. Call a special meeting when necessary
   6. Supervise the other elected officers of the FGSO Executive Board
   7. Continue any unfinished work from the other officers or chairpersons
   8. Represent FGSO and its communities to the University of Florida and Gainesville communities
   9. Represent FGSO to Student Government
   10. Maintain retention within the organization
2. Vice President of External Affairs
   1. Be responsible for building a greater understanding of the FGSO organization on campus
   2. Organize and oversee co-sponsored events between FGSO and other campus organizations, the UF administration and the greater Gainesville community
   3. Supervise public relations on and off campus coordinated by the Director of Public Relations
   4. Appoint the Student Government liaison
   5. Maintain GatorConnect
   6. Head recruitment efforts and follow-through
   7. Represent FGSO at all major campus events
3. Vice President of Internal Affairs
   * + 1. Be responsible for recruitment and member retention
       2. Oversee chairpersons not assigned to a specific FGSO Executive Board position
       3. Ensure compliance with this constitution and its bylaws
       4. Fulfill the duties of the President when absent
       5. Coordinate communication between the executive board and the internal cabinet at all times
       6. Head all community committee meetings
4. Director of Social Events
   * + 1. Plan and execute events that are beneficial to First Generation students
       2. Be responsible for the planning and execution of FGSO social events that bring members together in a welcoming environment
       3. Oversee the work of committee members and ensure that deadlines are met
       4. Monitor and mediate committee meetings
5. Director of Community Outreach
   * + 1. Organize events that will impact and inspire low-income first generation students to attend college
       2. Provide service opportunities for members of FGSO
       3. Establish relationships with other organizations for co-programming opportunities
       4. Communicate effectively with administrators in the Alachua County School System to develop service-related opportunities.
       5. Monitor and mediate committee meetings
6. Director of Student Transition
   * + 1. Responsible for the planning and execution of programs that will help students have a smooth transition in and out of college
       2. Provide members with viable options for career choices and personal development
       3. Provide assistance with the Florida Opportunity Scholars Program workshops and alumni events
       4. Monitor and mediate committee meetings
7. Director of Sports
   * + 1. Responsible for the planning and execution of programs that will help members create and maintain healthy lifestyles
       2. Provide members with viable options for exercise, athletic challenges and nutrition
       3. Coordinate all athletic events and ensure member safety
       4. Monitor and mediate committee meetings
8. Director of Public Relations
   * + 1. Maintain communication and report to the Vice President of External Affairs
       2. Update, check and maintain online social networking sites that FGSO is present on
       3. Assist the Vice President of External Affairs with all marketing ideas and executions
       4. Assist all committee directors with implementation of marketing for their respective events
       5. Create all flyer for general body meetings, events and special events
9. Director of Awareness
   1. Assist the President and Vice President of External Affairs in educating the UF community about first generation status students
   2. Represent FGSO at appropriate functions and meetings
   3. Direct and chair the First Generation Empowerment Week Committee
   4. Assist the Director of Public Relations with activities relating to tabling
   5. Help coordinate and implement campus-wide awareness campaigns
10. Treasurer
    1. Manage and keep track of the financial activities of FGSO
    2. Make a financial report to the FGSO Executive Board once per month
    3. Keep and give receipts for all monies disbursed by or given to FGSO
    4. Serve as the liaison among FGSO and the committees and the Student Government Finance Office
    5. Represent FGSO before Student Government and help prepare all budget requests
    6. Ensure compliance with Student Government Finance Statutes
    7. Assist FGSO and chairpersons with their budgets as needed
    8. Educate FGSO members about the Student Government funding process
    9. Coordinate fundraising efforts
11. Secretary
12. Ensure timely and accurate mass communication among the FGSO Executive Board and members of the organization
13. Maintain minutes of all FGSO general body meetings
14. Maintain minutes of all FGSO Executive Board meetings
15. Create membership roll and record attendance at all meetings
16. Create and update records of activities of FGSO committees
17. Ensure compliance with this Constitution and its Bylaws
18. Maintain online calendar and email account
19. Keep track of executive board and internal cabinet’s attendance at all events

***Section C. Officer Eligibility***

* + 1. All officers must be full-time students during their time in office.
    2. All officers must maintain at least a 2.5 GPA during their term.

***Section D: Term of Office and Limits***

1. The term for elected officers shall begin the summer semester following elections until the conclusion of the following spring semester. The period before the new term begins and immediately after elections shall serve as a transitioning period.
2. A member may not serve as FGSO President for more than two (2) terms.
3. A member may not serve as FGSO Treasurer for more than two (2) terms.

***Section E: Removal***

An officer may be removed out of office by a two-thirds (2/3) vote of the remaining FGSO Executive Board or a two-thirds (2/3) vote of the FGSO General Voting Body if the officer:

1. Fails to fulfill responsibilities as outlined in this Constitution
2. Fails to maintain full-time students eligibility standards
3. Acts on behalf of FGSO in a deplorable and grossly negligent manner

***Section F: Vacancy***

* + 1. An interim officer shall be immediately appointed to fill a vacant position with a standard vote of approval from the remaining FGSO Executive Board.
    2. A permanent replacement shall be installed with a standard vote of approval from a committee consisting of the remaining FGSO Executive Board.

**ARTICLE VII ELECTIONS**

***Section A: Nomination Process***

1. Nominations will take place on the second to last meeting of the academic school year, in the month of April.
2. Any member may nominate any other voting member, including himself or herself.
3. Nominations will be taken at the meeting in a secret ballot and announced by the President of the organization. Nominations may also be made during the election meeting prior to closing of nominations.

***Section B: General***

1. The FGSO General Voting Body shall vote for each elected position.
2. Elections shall be by secret ballot.
3. All positions must be elected with a standard vote of approval from the FGSO General Voting Body.
4. Proxy and absentee votes shall not be accepted.
5. Once voting procedures begin, all voting delegates present shall be accounted for. Should the numbers of votes cast exceed the number of voting delegates present, the election is void and the procedures shall start over.
6. In the event of failure for one candidate to win a standard vote of approval, there will be a run-off vote among all candidates but the one candidate to receive the fewest votes.
7. Any voting delegate may request a recount at any time during the election process.
8. No person shall be eligible to serve more than two consecutive terms in the same office.

***Section C: Procedure***

The elections committee shall:

1. Create a list of all voting delegates.
2. Create a list of all nominated members running for an elected position for all members to see.
3. Create a standardized procedure for elections.
4. Hand out secret ballots to voting delegates.
5. Collect the completed ballots.
6. Along with a faculty advisor, count all valid ballots and the President will announce the newly elected officer. The officer must win by a majority vote, greater than 50% of all votes.

***Section D: Officer Eligibility***

1. All officers must be full-time students during their time in office.
2. All officers must maintain at least a 2.5 GPA during their term.

**ARTICLE VIII FACULTY ADVISOR**

The faculty advisor shall serve as a resource person and provide advisory support for the officers and members of the organization. The faculty advisor should attend executive and general meetings; however, the faculty advisor may not vote in any FGSO matters. The faculty advisor shall be nominated by the first generation support coordinator located in the Office of Vice President and Student Affairs and confirmed by a majority vote of the members of the FGSO Executive Board. The faculty advisor will serve a term of two (2) academic years. 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 a majority vote of the members.

**ARTICLE IX FINANCE**

The First Generation Student Organization will not require membership dues, and will apply for Student Government funding.

**ARTICLE X DISSOLUTION OF ORGANIZATION**

In the event this organization dissolves, all monies left in the treasury after the settlement of outstanding debt or obligations, shall be transferred to the Florida Opportunity Scholars Program and used as scholarship dollars for future students.

**ARTICLE XI APPOINTED POSITIONS**

***Section A: General***

1. The FGSO Executive Board shall appoint chair positions with a standard vote of approval.
2. The FGSO Executive Board may create and dissolve ad hoc chair positions and committees with a standard vote of approval.

***Section B: Chair Reporting***

* + - 1. Appointed chair positions shall report to an FGSO elected officer assigned by the FGSO President.

**ARTICLE XII BYLAWS AND AMENDMENTS**

***Section A: Amendments***

1. A proposal to amend these Bylaws or this Constitution must be formally publicized in writing and presented at an FGSO general body meeting.
2. After a minimum of fourteen (14) days have passed, a proposal may be voted into the Bylaws with a two-thirds (2/3) vote of the FGSO General Voting Body.
3. Voting procedures for amending these Bylaws and this Constitution shall follow Article V of this Constitution.