The Constitution of Footprints: Buddy and Support Program

2024-2025

ARTICLE I. NAME OF ORGANIZATION

The name of this organization is Footprints: Buddy and Support Program (“Footprints”).

ARTICLE II: Organization Affiliation

Footprints: Buddy and Support System is considered a General Registered Student Organization. As a GRSO, our organization is a separate 3rd party entity, not considered part of the University of Florida.

ARTICLE III. PURPOSE STATEMENT

Footprints: Buddy and Support Program is a student-run volunteering and community service organization benefiting UF Health Shands Children’s Hospital. Our members volunteer for three hour shifts every week in the Pediatric Immunocompromised Units 41 (outpatient), 42 (inpatient), 44/45 (in-patient) and Medical Plaza. By engaging patients in one-on-one play and creative art projects, we strive to help “kids just be kids” during treatments through in person volunteering and remote Child Life TV production. Outside of the hospital we also engage with the Gainesville community outside of the hospital by partnering with organizations such as the Ronald McDonald House, Gift of Life, Climb For Cancer Foundation, The Dooley Foundation, Dance Marathon, and Stop Children’s Cancer. One of our primary goals is to actively engage

like-minded UF students with experiences and relationships that will transcend their academic pursuits. We create a close family-like atmosphere among members through social events, a mentorship program, and general body meetings.

ARTICLE IV. COMPLIANCE STATEMENT & UNIVERSITY REGULATIONS

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

Footprints 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

Footprints 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

Footprints 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 Footprints 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

Footprints 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. BYLAWS FOR FOOTPRINTS: BUDDY AND SUPPORT SYSTEM

Footprints 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). Footprints 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

Our advisor will serve as a resource and advisory support. He/she/they will help guide our organization to reach its goals of helping out our buddies within the unit to our fullest capabilities. The advisor will be a resource for Footprints by being a source of knowledge and

wisdom on any problems or disputes we may run into. However, our advisor will have no voting or veto power.

The student organization advisor will serve permanently unless notified otherwise. The nomination of a future advisor will be done as needed. In the event the student advisor cannot continue their position, officers may nominate a replacement at any time, to be confirmed by vote of the members.

ARTICLE VIII. OFFICERS

Section A: Executive Board

The elected officers of Footprints shall include: President, Internal Vice President, External Vice President for Student Engagement, Treasurer, Vice Treasurer, Secretary, Execution Public Relations, Strategy Public Relations, Community Outreach Coordinators (2), Merchandise Chair, Internal Committee Chair, External Committee Chair, Child Life TV Chairperson.

All applicants to the Executive Board must be active Footprints members, maintaining good standing with the point system and upholding all aspects of their executive role. They must also be an active volunteer at Shands. They must be able to commit a year of service from the time of selection through the transition of new executive board members. Applicants must have a record of good standing with the Footprints program and Shands Hospital’s Volunteer Services.

In order to be eligible for Presidency, applicants MUST hold one year as an actively standing member of the Footprints Executive Board or a Footprints Committee prior to applying or be in the process of completing a year in office on the executive board or committee.

In order to be eligible for all other positions, applicants MUST have been an active member of the Footprints organization for at least 2 consecutive semesters (excusing appropriate leaves of absence such as medical withdrawal from school, as determined on a case by case basis). Applicants may apply as early as during their second semester in order to begin their executive board role or at the beginning of their 3rd active semester.

Applicants for the position of Vice Treasurer are eligible to apply after at least 1 completed semester, meaning for each executive board selection, the most recent class of applicants eligible for consideration are those who completed an active volunteer semester with good standing from the Fall semester preceding the Spring application for executive board.

**Part 1: *The President* shall:**

● Be in regular attendance at all Footprints functions

● Preside over Footprints *monthly* General Body Meeting o Including room reservations

o Running “Feelings Time” or “Member Kudos” at meetings

● Oversee and help other Footprints Executive members with programming and responsibilities

o Will require a weekly update of Executive members’ events

● Be in charge of e-mail correspondence among volunteers, Shands and other faculty, and community partners via Footprints list-serv and Footprints President G-mail account

● Be the primary correspondence with Child Life specialist and designated student

organization sponsor

● Maintain connection with other Footprints branches outside of the UF-Shands partnership o Host monthly updates with leaders of expanded Footprints program to ensure

continuity of mission

o Collaborate on large events

● Executive Decision over application cycle

Election

● Elected by senior members of Executive Board after application and interview process

● Open to all members, within requirements listed previous ARTICLE VII.

**Part 2: *The External Vice President* shall:**

● Regular attendance of Footprints functions

● Attendance at Footprints General Body Meetings and Executive Board meetings

● Organize and plan Footprints member socials (at least five per semester)

● Be in charge of Footprints new member applicants

o Including: Email correspondence with own private email; Application and Interview organizational planning with rest of Footprints Executive Board; Orientation of new volunteers

● Be in charge of the Footprints Big Foot, Little Foot program

● Create forms for collecting membership returning status during various semesters

Election

● Elected by senior members of Executive Board after application and interview process

● Open to Committee members and Executive Board members

**Part 3: *The Internal Vice President* shall:**

● Regular attendance of Footprints functions

● Attendance at Footprints General Body Meetings and Executive Board meetings

● Main point of contact with administration at Shands Hospital including, but not limitedto, Volunteer Services Staff, Child Life Specialists on Units 41, 42, and others.

● Ensure maintenance of hospital policies

● Connect and pool community organizations and resources into the Footprints

Programming

Election

● Elected by senior members of Executive Board after application and interview process

● Open to Committee members and Executive Board members

**Part 4: *The Treasurer* shall:**

● Regular attendance of Footprints functions

● Attendance at Footprints General Body Meetings and Executive Board meetings

● Maintain Non Profit standing annually through any paper and payment renewals

● Be in charge of all finances of the Footprints program and coordinating with Executive o South Eastern Account

o Wells Fargo o Venmo

● Board members to give them the funds they need

o Correspondence with UF Student Government to handle money o Shall keep an accurate record of receipts and expenditures

o Shall present a financial statement when requested at meetings

● Organize and plan at least two fundraising events per semester for the members

● Keep regular contact with school attorney

● Support Committees in funding unit events, parties, and crafting

● Allocate and collect member dues semesterly

● Train Vice Treasurer through open communication

Election

● Elected by senior members of Executive Board after application and interview process

● Open to Committee members and Executive Board members

**Part 5: *The Vice Treasurer* shall:**

● Regular attendance of Footprints functions

● Attendance at Footprints General Body Meetings and Executive Board meetings

● Serve as an “intern” to the Treasurer, actively learning the financial aspects of Footprints o South Eastern Account

o Wells Fargo

● Assist in organizing fundraisers

Election

● Elected by senior members of Executive Board after application and interview process

● Open to active/good standing one semester members, Committee members, and Executive Board members

● This position is a 2 year commitment with the first transition year as Vice Treasurer as a preparation for the following year as Treasurer

o The Executive Board reserves the right to opt out of this binding rule in the case of non-compliance or lack of appropriate execution

o In the case of a forfeit of position or early dismissal, a new Vice Treasurer will be designated and are to be available for a second year commitment as Treasurer

**Part 6: *The Secretary* shall:**

● Regular attendance of Footprints functions

● Attendance at Footprints General Body Meetings and Executive Board meetings

● Keeps record of attendance and notes during General Body and Executive Board meetings

● Follow up with General Body meetings by posting minutes and/or meeting powerpoint

(via Facebook group or email listserv) for Footprints members

● Keeps track of Members’ points to fulfill Point System criteria for every semester

● Be in charge of Ronald McDonald House planning and implementation

o Set up at least two meals for each fall and spring semester, and one meal for the summer semester.

o Buy groceries beforehand and attend each Ronald McDonald meal or coordinate with Executive Board member to fulfill the preceding roles by creating and sharing a list of supplies and costs

Election

● Elected by senior members of Executive Board after application and interview process

● Open to Committee members and Executive Board members

**Part 7: *The Execution Public Relations Coordinator* shall:**

● Design headers for event pages

○ Fundraisers, BMD, CO events, Competitions, etc.

● Create Application Cycle promo

○ Countdown pictures, headers, insta stories, etc.

● Create member spotlights

● Execute “Why Footprints Friday” videos

● Fulfill random graphic requests from the Executive Board

● Review and approve infographic submissions

● Coordinate and execute taking/editing headshots

 **\*\*\*Disclaimer:** These roles are not rigid, if a large disparity in workload between roles is apparent, PR chairs are encouraged to help each other out with their roles.

*Role of Both Public Relations Coordinator:*

● Regular attendance of Footprints functions

● Attendance at Footprints General Body Meetings and Executive Board meetings

● Be in charge of the Footprints Facebook Page and keep it innovative and up-to-date

● Oversee all public relations and media advertising for Footprints

o Work with other Executive Board Members to create flyers and other advertisement for their programs

o Enhance interest in Footprints program within the community

o Take pictures and videos at Footprints volunteer activities and after receiving confirmation from UF Health’s PR department, also with patients if allowed

Election

● Elected by senior members of Executive Board after application and interview process

● Open to Committee members and Executive Board members

**Part 8: *The Strategy Public Relations Coordinator* shall:**

● Draft captions for posts and schedule posts to be posted at optimal times

● Post to Facebook and Instagram

● Create Event Pages with details of date, time, description, etc.

● Create themes/ideas for application cycle graphics

● Manage infographic topics, keeping them relevant to Footprints

● Keep website up to date with activity and member profiles

● Originate ideas to increase engagement i.e. fill in the blank insta stories, September

Childhood Cancer Awareness Daily facts, etc.

● Assist with taking and editing headshots

 **\*\*\*Disclaimer:** These roles are not rigid, if a large disparity in workload between roles is apparent, PR chairs are encouraged to help each other out with their roles.

*Role of Both Public Relations Coordinators:*

● Regular attendance of Footprints functions

● Attendance at Footprints General Body Meetings and Executive Board meetings

● Be in charge of the Footprints Facebook Page and keep it innovative and up-to-date

● Oversee all public relations and media advertising for Footprints

o Work with other Executive Board Members to create flyers and other advertisement for their programs

o Enhance interest in Footprints program within the community

o Take pictures and videos at Footprints volunteer activities and after receiving confirmation from UF Health’s PR department, also with patients if allowed

Election

● Elected by senior members of Executive Board after application and interview process

● Open to Committee members and Executive Board members

**Part 9: *The Two Community Outreach Coordinators* shall:**

● Regular attendance of Footprints functions

● Attendance at Footprints General Body Meetings and Executive Board meetings

● Be in charge of all aspects of the on-campus (as well as off-campus if decided on) Bone

Marrow Donor Registration Drives

o Create and oversee Bone Marrow Committee to implement planning directives

● Be the Relay for Life Captains

o Oversee all planning and fundraising for participation in UF Relay for Life

● Maintain regular connection with community partners

● Actively seek new ways to reach out to the community, physically and remotely

● Manage the Footprints CO Gmail account and respond timely

● Create at least 6 different CO opportunities per semester o Phoebe Louise Dooley Foundation

o Stop Children’s Cancer

o Ron Farb with Climb For Cancer Foundation o Dance Marathon

o Alex’s Lemonade Stand Foundation o Etc

Election

● Elected by senior members of Executive Board after application and interview process

● Open to Committee members and Executive Board members

**Part 10: *The Merchandising Chairperson* shall:**

● Regular attendance of Footprints functions

● Attendance at Footprints General Body Meetings and Executive Board meetings

● Manage the Shopify Footprints gear platform and allocate profits accordingly to the FP

accounts

● Create at least 1 item of new merchandise per semester

○ Designate pricing which allows profit for fundraising

Election

● Elected by senior members of Executive Board after application and interview process

● Open to Committee members and Executive Board members

**Part 11: *The Internal Committee Chairperson* shall:**

● Organize speakers, venue, and itinerary for Pediatric Illness Forum annually during the fall semester

● Notify members of upcoming activities and events planned for the unit

○ EOC/EOT, Birthday, Catered Dinners and Meals

● Contact treasurer and/or donors for activity supplies such as craft materials and catering for unit decorations and parties

 **\*\*\*Disclaimer:** These roles are not rigid, if a large disparity in workload between roles is apparent, committee chairs are encouraged to help each other out with their roles.

*Role of Both Committee Chairs:*

● Regular attendance of Footprints functions

● Attendance at Footprints General Body Meetings and Executive Board meetings

● Be the liaison between the committees and the President

● Oversee all three committees via selection with Executive Board input

o Host bimonthly meetings to plan for the month and check in on month’s tasks

Election

● Elected by senior members of Executive Board after application and interview process

● Open to Committee members and Executive Board members

**Part 12: *The External Committee Chairperson* shall:**

● Organize speakers, venue, and itinerary for external events (e.g., Kindness Week)

● Notify members of upcoming activities and events planned for the organization

○ Diversity & Inclusion workshops

● Contact treasurer and/or donors for activity supplies

 **\*\*\*Disclaimer:** These roles are not rigid, if a large disparity in workload between roles is apparent, committee chairs are encouraged to help each other out with their roles.

*Role of Both Committee Chairs:*

● Regular attendance of Footprints functions

● Attendance at Footprints General Body Meetings and Executive Board meetings

● Be the liaison between the committees and the President

● Oversee all three committees via selection with Executive Board input

o Host bimonthly meetings to plan for the month and check in on month’s tasks

Election

● Elected by senior members of Executive Board after application and interview process

● Open to Committee members and Executive Board members

**Part 13: *The Child Life TV Chairperson* shall:**

● Designated point of contact for virtual media YouTube content on Child Life TV Channel

o Create shift buddy groups o Manage content ideas

o Create monthly schedule with collaborating organization’s point of contact o Maintain regular communication with collaborating organization’s point of

contact

o Manage Footprints craft supplies; act as a central point of contact for craft disbursement and delivery to Shands

o Record CLTV points (if moved remotely, recorded as virtual volunteer hours)

o Review, approve, and publish content for Child Life TV Youtube Channel

Election

● Elected by senior members of Executive Board after application and interview process

● Open to Committee members and Executive Board members

Section B: Committees

The Executive Board will release applications for committee membership when they see best fit during the Summer semester in order to allow transition time for role start date in the Summer. All members are eligible to apply for a committee position, regardless of entry semester, so long as they have a record or status of good standing upon applying. Committees will consist of 3 to 6 members.

The elected Committees include: Craft & Events, Diversity & Inclusion, Organizational

Advancement

**Part 1: *The Craft & Events Committee* shall:**

● Regular attendance of Footprints functions

● Attendance at Footprints General Body Meeting

● Assist with Pediatric Illness Forum Planning and other large events

● Organize and plan crafts, holidays, and other activities in a timely manner for the unit between members and patients

● Notify members of upcoming activities and events planned for the unit

○ End-of-Treatment/ End-of-Chemo, birthday, movie nights, etc

● Design monthly and seasonally themed craft socials, decorations and parties for the unit

● Build a programming events schedule on the unit

○ Brackets, etc

● Participate in app cycle by reading applications and one committee member per interview slot (⅓)

Election

● Elected by Executive Board after application

● Anyone is eligible

**Part 2: *The Diversity & Inclusion Committee* shall:**

● Regular attendance of Footprints functions

● Attendance at Footprints General Body Meeting

● Assist with Pediatric Illness Forum Planning and other large events

● Plan and host continued education at GBMs

● Create socials for advancing skill sets for better patient interactions

● Ensure inclusivity with every aspect of Footprints

○ Application cycle: reach out to various Multicultural and other organizations

○ Inclusive social event opportunities

● Create resources for members on and off of the unit

● Invite speakers to GBM for training and promote trainings for universal point opportunity

● Participate in app cycle by reading applications and one committee member per interview slot (⅓)

Election

● Elected by Executive Board after application

● Anyone is eligible

**Part 3: *The Organizational Advancement Committee* shall:**

● Regular attendance of Footprints functions

● Attendance at Footprints General Body Meeting

● Innovate ways to improve Footprints Program locally and expanded

○ Integrate new ideas for increased participation within membership and community

○ Increase morale through supplemental activities

● Ensure the on-unit toys, gaming equipment, and other materials are in functional condition

● Participate in app cycle by reading applications and one committee member per interview

slot (⅓)

Election

● Elected by Executive Board after application

● Anyone is eligible

Section C: Officers shall assume their official duties in the middle of the Spring semester in

order to shadow the preceding officers during an overlapping transition period and shall serve for a term of one academic year and/or until their successors are elected/appointed.

Section D: Any officer of Footprints may be removed from office through the following process: Part 1: A written request by at least three active members of the organization shall be submitted

to the President. 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: A unanimous vote of Executive Board members present is necessary to remove the officer.

Part 3: 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 application process and election may be held.

ARTICLE IX: ELECTIONS

Applications for all officers will take place annually from the members starting in the beginning of the Spring semester in March. Any member may apply for an executive position (with the exception of president: only prior Executive board members or current or prior Committee members may apply). All Executive Board applicants will be interviewed. Senior Executive Board members will conduct application organization, interviews, and will ultimately decide officer positions through a majority vote, as with regular application cycle, President and both Vice Presidents hold executive decision.

If there are more than two candidates under consideration and no candidate receives a majority vote a run-off vote shall be held between the top two vote recipients at the next Senior Executive Board meeting.

Only an individual whose interests, views, and knowledge align with our organization’s purpose is eligible to run for office, as specified in our By-laws.

In the absence of clear direction on election, amendment, and /or voting procedures, Footprints agrees to follow the guidance and instruction of Robert's Rules of Order for the election or amendment process.

ARTICLE X. FINANCE

Footprints will require membership dues of $10-20 per member per active semester.

ARTICLE XI. 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 the “Gift of Life Bone Marrow Donor Program.”

II. Minimum of a 2 semester commitment

III. A student of any major, background, interest, age, etc is eligible to apply

IV. In order to adhere to UF Shands policies and prevent bias due to nepotism, immediate family members of current members are unable to hold membership for the foreseeable future.

ARTICLE XII: AMENDMENTS TO CONSTITUTION

Amendments to this constitution may be made at any General Body or Executive Board meeting provided notice of the proposed amendment was given one week prior to a vote. Amendments require a two-thirds vote of the voting members in attendance at the meeting, and are subject to final approval by the Department of Student Engagement.

Created by Fall 2015 Footprints Executive Board. Edited by the Executive Board on 4/9/17. Edited by the Executive

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