Constitution of Global Business Society Created 02/03/03 [Amended 08/23/04, 02/22/05, 10/08/2007, 6/16/08, 4/29/13, 8/23/18, 3/31/23, 8/31/24]

ARTICLE I. NAME OF ORGANIZATION

The name of this organization is Global Business Society. This organization will utilize the acronym "GBS" in all publicity materials and correspondence. This organization is a Heavener School of Business Sponsored Student Organization.

ARTICLE II. ORGANIZATION AFFILIATION

As outlined in the RSO Classification Policy, the Global Business Society is considered a University Sponsored Student Organization (USSO). As a USSO, this organization is considered an extension of the Department of Student Engagement and operates within the scope and function of it. As such, the Global Business Society is governed by and under the jurisdiction of internal University policies, standards, and business practices as well as gains access to exclusive university resources through our sponsoring University unit. USSOs are not eligible for Student Government funding.

ARTICLE III. PURPOSE STATEMENT

The primary purpose of this organization is to promote interest among UF business students in international affairs, the global economy, as well as employment and educational opportunities abroad. These goals shall be achieved through various modalities regarding the global economy, international corporations, study abroad and internship opportunities. Furthermore, this organization will foster mentorship between UF students and business incoming exchange students, providing UF students with the chance to serve as Global Gator Guides. This mentorship will focus on hosting meetings and events to increase professional competencies, build global and cultural intelligence, and ease the transition period for exchange students. This organization shall be not for profit or non-commercial in nature.

ARTICLE IV. COMPLIANCE STATEMENT & UNIVERSITY REGULATIONS

Upon approval by the Department of Student Activities and Involvement, Global Business Society shall be a registered student organization at the University of Florida. Global Business Society shall comply with all local, state and federal laws, and 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, Hazing, Commercial Activity, and Student Leader Eligibility.

Section A. Non-Discrimination

Global Business Society 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

Global Business Society 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

Global Business Society 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 Global Business Society 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

Global Business Society understands, acknowledges, and agrees to uphold and abide by the specific minimal requirements regarding officer eligibility as defined in the <u>Registered Student</u> <u>Organization Classification and Officer Eligibility Policy</u>.

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 GLOBAL BUSINESS SOCIETY

Global Business Society may elect to maintain a 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). Global Business Society agrees to provide all unaltered bylaws 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 advisor and the Heavener School of Business holds the responsibility to oversee the day-to-day functions and operations of the Global Business Society, including the management of its finances, the selection of its members, and ensuring the organization adheres to University and department policies.

Duties and responsibilities

The faculty advisor should have ideals that are aligned with the organization's purpose and is willing to serve as a source of information and advice for the club.

The faculty advisor will support the club members in fulfilling the purpose of the club, be a resource, and represent the club to the community and the University of Florida as needed. The faculty advisor is responsible for continued guidance which may include regularly scheduled meetings with an executive team member if necessary. The faculty advisor is responsible for ensuring room reservations are completed by Heavener School of Business. Additional guidance may be required for financials, event planning, and overall organizational functions.

Selection

The faculty advisor will be appointed by the Director of International Programs in the Heavener School of Business.

Term

The faculty advisor will serve until otherwise appointed.

Process of Replacement

The faculty advisor replacements will be made by the Director of International Programs in the Heavener School of Business. The Global Business Society Executive board may be invited to make recommendations for future faculty advisor appointments.

In the case that the faculty advisor is not fulfilling their duties or is misrepresenting the organization, the executive board should notify the Director of International Programs promptly. The Director of International Programs will meet with the executive board, who shall provide documentation, to discuss resolution. The executive board is encouraged to provide solutions during the meeting.

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 <u>Registered Student Organization</u> <u>Classification and Officer Eligibility Policy</u>.

The elected officers of Global Business Society shall be the President, Vice President, Treasurer, Director of Global Gator Guides, Director of Communications, Director of Marketing, and Director of Data & Analytics. At no time should one person hold more than one of these positions.

Roles

All Officers are expected to:

- attend all executive meetings, general body meetings, and events; if an executive board member is unable to attend one of the meetings, they must provide 24 hour notice to President
- promote Global Business Society (GBS) within other student organizations, classes, and colleges on the University of Florida campus;
- recruit new members for the Global Business Society (GBS) organization;
- motivate general members to get involved in events
- represent Global Business Society (GBS) during Warrington College of Business Administration events;
- actively participate in conducting interviews for Global Gator Guide (GGG) and Global Business Society (GBS) executive board;
- collaborate to develop Global Business Society (GBS);
- maintain all academic and behavior requirements as an active Heavener School of Business student as outlined by <u>Registered Student Organization Classification and Officer Eligibility</u> <u>Policy</u>.

Specific Roles

President of Global Business Society shall:

- Complete any necessary training for executive board members (New Officer, SG Finance, etc.);
- Attend Business College Council (BCC) meetings as needed;
- Monitor and maintain email account daily; create folders in the communication channels for the academic year and for the upcoming positions/meetings;
- Prepare agendas, coordinate and conduct general and executive meetings; maintain communication with the executive board;
- Collaborate with the Vice President to maintain/establish relationships with UF organizations, UF faculty, and external groups such as company recruiters and philanthropic organizations;
- Collaborate with executive board and staff advisor to establish goals for the year;
- Plan and finalize the GBS schedule for fall and spring semesters with the Vice President and Director of Global Gator Guides;
- Meet regularly with faculty advisor regarding ongoing projects and events; meet at least twice during the summer semester to coordinate events for the upcoming year;
- Maintain communication with the Executive Board (Teams, Messages, etc.);
- Register the Global Business Society (GBS) through Gator Connect;
- Responsible for supporting Director of Marketing and Director of Global Gator Guides in achieving role goals;
- Review and revise transition documents and host transition meeting for executive teams;

- Collaborate with staff advisor and Director of Global Gator Guides for event planning;
- Complete the application, essay, and presentation for any eligible awards;
- Assist the Director of Global Gator Guides with the selection process for Global Gator Guides if needed

Vice President of Global Business Society shall:

- Complete any necessary training for executive board members (New Officer, SG Finance, etc.);
- Monitor the email account daily and respond to necessary emails;
- Collaborate and communicate weekly with the President and other Executive Board members to ensure all parts of GBS are operating cohesively;
- Ensure the meeting rooms are scheduled no less than two weeks in advance;
- Assist in leading General Body Meetings (GBM);
 - If the President is absent, the vice president shall run the meeting;
 - Shall create the powerpoints with President required for GBMs;
 - Shall host GBMs with President as required;
 - Shall review and create agendas as required;
 - Ensure any materials needed for the meeting have been acquired and meeting room is setup;
- Assist in leading Executive Board meetings;
- Responsible for supporting Treasurer Director of Communications, and Director of Data and Analytics in achieving role goals;
- Maintain/establish relationships with UF organizations, UF faculty and external groups, such as company recruiters and other student organizations;
 - Network with other business/multicultural communities to coordinate collaborations for events and GBMs;
 - Assist Director of Communications to broadcast awareness of GBS within UF communities;
- Assist President in completing the application, essay, and presentation for any eligible awards;
- Plan and organize the Alumni Panel GBM by utilizing and maintaining the Alumni Network;
- Assist the President and Director of Global Gator Guides with the selection process for Global Gator Guides if needed;
- Monitor the feedback form weekly and will direct concerns to necessary parties

Treasurer of Global Business Society shall:

- Complete any necessary training for executive board members (New Officer, SG Finance, etc.);
- Attend Business College Council (BCC) meetings as needed;
- Monitor the email account daily and respond to necessary emails;

- Serve as point of contact for financial inquiries from club members; Heavener staff, and other stakeholders;
- Ensure the organization complies with all UF and Heavener School of Business requirements and regulations related to organization finances;
- Create and submit budget request before the start of the next cyclical school year;
 - Collaborate with the President and Vice President to make a yearly budget for all GBS events and activities;
 - Meet with faculty advisor to confirm budget approval;
 - Manage and update budget spreadsheet if needed throughout the year;
- Plan and submit orders;
 - Coordinate with a Heavener staff to place orders for events that require the purchase of items/food; collect and submit invoices to the faculty advisor for payment;
 - Maintain financial records for the academic year;
- Apply for sponsorships and endowments on behalf of GBS;
 - Identify funding needs of the club;research potential sponsors and donors who align with the missions and values of the club;
 - Complete any required applications and forms;
 - Maintain GBS fact sheet: purpose, goals and impact;
 - Complete and maintain an ongoing relationship with sponsors and financial stakeholders;
- Maintain records of inventory for GBS materials (t-shirts, pins, cords, etc);
- Submit purchase order requests to Heavener Staff Advisor at least 2 weeks in advance of event

Director of Global Gator Guides shall:

- Monitor the email account daily and respond to necessary emails;
- Organize and conduct Global Gator Guides (GGG) to include:
 - Execute interview process for GGG scheduling, applications addendums, build interview panel; provide communication to all parties;
 - Recruit, lead, and execute training sessions for all Global Gator Guides each semester;
 - Match GGGs with exchange students at the beginning of each semester;
 - Facilitate initial communication between GGGs and exchange student pairings;
 - Conduct mid-semester check-ins with GGG and relay feedback to the executive board;
 - Coordinate events for each semester and ensure the monthly calendar and list of events correspond with one another; provide a list to the Director of Communication;
- Lead monthly GGG bonding meeting;
 - Maintain communication with GGGs and assist with their respective projects

- Create and participate in group-bonding exercises with Global Gator Guides including icebreakers before each event;
- Maintain event calendar and delegate responsibilities as required to the executive board;
- Create all RSVP links to events one week in advance to ensure that Director of Communications has all necessary material for the weekly email

Director of Communications shall:

- Monitor the email account daily and respond to necessary emails;
- Send emails at the beginning of each week with information on upcoming events;
- Create and maintain communication channels for each semester; create weekly messages for upcoming events;
- Add Global Gator Guides to communication channels;
- Attend monthly GGG meetings;
 - Edit and approve all external communications produced by the GGGs;
- Post general body meetings and GGG events on LinkedIn pages;
- Coordinate communication with the Director of Marketing and Warrington Social Media;
 - Coordinator communication regarding Global Gator Guide of the Month and Exchange Student of the Month;
- Collaborate with Heavener Staff Advisor to update the website throughout the semester regarding events and GBS highlights

Director of Marketing shall

- Monitor the email account and respond to necessary emails;
- Coordinate and create content through approved social media platforms: Instagram, Linktree, LinkedIn, and Canva;
- Attend all events and take pictures and videos for content:
 - Delegate as required to other Executive members to take pictures and videos;
 - Upload pictures and videos from events to create posts;
 - Photos will be compiled and selected for the yearbook(each semester);
- Lead content creation modalities: photos, yearbook creation, and membership material design (pins, t'shirts, etc.):
 - Delegate tasks to GGGs who volunteer to help develop content;
 - Collaborate with GGGs to create the yearbook;
 - Develop schedule for deadlines; monitor deadlines and provide assistance as required;
 - Provide weekly updates to the general membership regarding events and GBM's;
- Coordinate with Director of Communication on LinkedIn posts to highlight weekly GBMs and socials;
- Compile information on Global Gator Guides for the semesterly reference book, called "Ultimate Gator Guide [designated semester and year]."

- Send to all guides via communication channels;
- The book should be completed 3 weeks prior to the start of fall and spring semesters;
 - Coordinate with faculty advisor 2 weeks before the Amazing Race for distribution to incoming exchange students;
- Collaborate with the Director of Gator Guides and faculty advisor to ensure incoming and GGG information and FERPA guidelines are maintained

Director of Data & Analytics shall

- Monitor the email account daily and respond to necessary emails;
- Submit requests for Gator Ready QR codes for every General Body Meeting and GGG Event;
 - Must be submitted three business days before the event;
 - Create sign up sheets for all events for business and non business students;
- Coordinate and update the point sheets throughout the semester:
 - Create analysis sheet of data collected over the semester and provide to executive team;
 - Communicate with President and Treasurer the members eligible to receive prizes based on points at least 3 weeks prior to end of semester;
- Assist President and VP by providing data required for BCC Awards Presentations at end of year;
 - Collaborate with the Director of Marketing to create the "Fact Sheet."
- Responsible for taking attendance at each GBS event and sharing attendance with Heavener Staff Advisor

ARTICLE IX. ELECTIONS

Selection process

All officers are selected using the election process described in detail below. For the positions of President and Vice President, the candidate must have previously served on the executive board.

Terms of office

All terms are one full calendar year. Officers are elected at the end of the spring semester and conclude their duties at the end of the following spring semester.

Impeachment procedures for officers

Impeachment of an officer may be proposed, through email, by any executive board member and submitted to the faculty advisor. Students who have been proposed to be impeached shall have an opportunity to mediate with the officer(s) and will be placed on a performance plan by the Advisor. If improvement has not been witnessed in 30 days, impeachment proceedings may continue. Impeachment depends on a 2/3 majority of ALL executive board members. The individual to be impeached may not vote.

Replacement of an Officer

We forego the election process and use an application process to replace an officer vacancy. The selection process is organized by the current president and faculty advisor; the candidate is reviewed and chosen by the executive board officers. After there is a member to replace the vacant position, the previous officer is notified of the change and must relinquish their role and tasks. The transition must be made with ease and compliance.

If the President is impeached or steps down, the President will be replaced by the Vice President.

If an officer decides to step down from office, the position will open up to current Global Business Society members. The priority of his or her replace is:

- i. Global Gator Guide
- ii. General Member in good standing

Officer Ineligibility

All officers must be enrolled as a degree-seeking student as defined by the University Registrar. An officer may forfeit his or her title due to these reasons:

i. Excessive unexcused absences;

- ii. Promoting lies or false rumors regarding our organization;
- iii. Inappropriate or malice acts during events associated with the organization;

When an officer is deemed ineligible, the process of selecting a replacement will be initiated.

Criteria for officer eligibility

Each candidate must fulfill the specific minimal requirements regarding officer eligibility as defined in the <u>Registered Student Organization Classification and Officer Eligibility Policy</u>. This includes:

- Be enrolled as a degree-seeking student as defined by the University Registrar;
- All officers must be a current student in good standing with the University of Florida. Meet requirements for registration and academic standing as follows:
 - Being registered for at least 6 credits in the Fall/Spring semester;
 - Have a minimum of a 2.0 cumulative grade point average;
 - Cannot be on academic warning or academic probation;
 - Overall be in good academic standing; must remain in good standing throughout the duration of the elected term;
- No delinquent obligation for fees or other late or delinquent debts owed to the University

Furthermore, each candidate must be in good standing, which is defined as any member who has attended at least 75% of events (excluding optional social events; events must include GBM or monthly GGG bonding meetings) in the current semester.

Regulations

- All candidates must meet the criteria for officer eligibility;
- Elections of new officers will take place annually at the end of the spring semester. Officers will hold office for one academic year- two semesters (fall and spring);
- The roles of President and Vice President must be filled by former executive board members who previously served as Global Gator Guides; If there are not two former executive board members to apply and fill these roles, they may become open to Global Gator Guides;

- The roles of President, Vice President, and Director of Global Gator Guides must be filled by former Global Gator Guides who have served as GGG for at least one semester;
- There is no limit to the number of terms for which any single person may be re-elected;
- Newly elected officers must attend a mandatory training session between the past executive board and the newly elected board members to ensure a smooth transition of information

Application Procedure

- Applications will open in the Spring Semester; two weeks (not including holiday breaks) before interviews commence;
- The application will consist of a variety of short-answer questions to gauge the candidate's relative experience, involvement, and interest in the officer position;
- The application must be completed by the deadline to be considered for the role
- The executive board will reference points from the previous Fall semester for applicants who participate in an exchange or study abroad during the Spring semester
- All current GGGs applying to be on executive board must reapply to be a GGG in addition to their executive board application
- If the applicant(s) are a current executive board member reapplying for executive board, they do not have to reapply to the GGG position should they not be voted in after elections conclude

Timeline

- An in-person election will be planned to take place at the end of the Spring semester, before the final general body meeting;
- An information session concerning elections and the election process will take place two weeks before the first round interviews will be conducted. This information session shall detail the application and interview process, describe the different roles of executive members, and describe the voting process at elections;
- The election information session slideshow and all relevant information shall be posted and announced to the entire organization following the conclusion of the informational session and via email to the general body;
- The application will open the night of the information session and close after 1 week at 11:59PM;
 - The applications shall be reviewed by the executive board and/or the faculty advisor to ensure each candidate meets the criteria for officer eligibility. Candidates who meet the criteria will be invited for an in-person interview;
- In-person interviews will take place 1 week prior to elections (following the closing of applications);
 - Applicants will be interviewed by a panel consisting of the faculty advisor and/or three executive members of GBS;
 - If possible, the executive board member(s) who currently hold the position(s) that the candidate is interviewing for should be present at the interview (unless the executive board member is reapplying for the position);
 - If a current executive board member is applying for a different position(s) on executive board, the member may not participate on panels interviewing candidates of which the member is applying;

- A maximum of two candidates for each position will be decided by the executive board at the closure of interviews. Current executive board members who are applying for the position being discussed must leave the room during the discussion;
- The executive board will base their decisions off of the notes taken from candidate interviews. The faculty advisor may be present during the discussion;
- A maximum of two candidates for each position will be notified of their advancement to the final round of elections the weekend before the in-person election. If the panel only deems one candidate eligible to move forward, there must be substantial evidence supporting the decision not to move two candidates forward;
- The in-person election will occur in place of the regularly scheduled meeting on the following Tuesday. It will occur three weeks after the election information session and opening of applications;
 - Candidates shall attend the election meeting and complete a presentation to the general body;
 - Presentation shall be no longer than 3 minutes per candidate;
 - Following the presentation, there will be a two minute Q&A session for the general body;
 - There will be a two minute pros/cons discussion amongst the voting members; the presenter will be asked to leave the room during this discussion;
 - The requirement to vote at the election: members must have attended a minimum of 5 events in the current semester;
 - Only eligible voting members present at the election may vote;
 - Electronic votes will be cast;
- All candidates will be notified of the election results via email within 48 hours of the election conclusion;
 - Applicants' position preferences will be prioritized in the finalization of the new slate, regardless of the relationship between the position(s) they applied for on the slate;
- Election results will be announced to the general body members via email within 48 hours of the election conclusion, after individual candidates are notified;
- Executive board transition meeting(s) shall take place within two weeks of the election.

In the Event of a Tie

In the event of a tie, there will then be another balloting process for the undecided position. In the event of another tie, the outgoing President and faculty advisor shall cast the deciding vote.

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

ARTICLE X. FINANCE

As a University Sponsored Student Organization, Global Business Society does not receive any funding or resources from Student Government, rather, this organization is eligible to be funded by Heavener Business School.

By receiving funding from Heavener, members will not be required to pay dues or fees to be part of the organization. This funding will cover costs for general body meetings, outreach events and fund the end-of-semester events. Applying for sponsorships and endowments may be another source of funding. All sponsorship and endowments must be approved through the Director of International Programs.

As a USSSO, Global Business Society will comply with UF Finance and Accounting policies on purchasing, funding and fundraising.

ARTICLE XI. DISSOLUTION OF ORGANIZATION

Upon dissolution, student organizations are prohibited from leaving their organizational assets to any individual or 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, Global Business Society will leave any assets and outstanding funds to Heavener Business School.

It is essential to follow a thorough process to ensure that all relevant factors are considered, and that the decision is made in the best interest of the organization and its stakeholders.

Here is the process for choosing to dissolve an organization:

- 1. Evaluate the organization's financial situation: The first step is to conduct a thorough review of the organization's financial status, including its assets, liabilities, and cash flow. This assessment will help determine whether the organization has the financial resources to continue operating, pay its debts and obligations, and fund any potential legal fees or costs associated with dissolution.
- 2. Consult with stakeholders: The next step is to consult with the organization's stakeholders, including board members, staff, volunteers, donors, and beneficiaries. Stakeholders should be informed of the organization's financial situation and the potential implications of dissolution. Their feedback and input should be considered in the decision-making process.
- 3. Consider alternatives to dissolution: Before making a final decision, it is important to explore alternatives to dissolution, such as merging with another organization, restructuring, or finding new sources of funding. These options should be carefully evaluated to determine whether they are feasible and would achieve the organization's objectives.
- 4. Develop a dissolution plan: If it is determined that dissolution is the best course of action, a dissolution plan should be developed. This plan should include a timeline for winding down operations, distributing assets, paying debts, and addressing any regulatory requirements.
- 5. Obtain advice: It is essential to obtain legal and financial advice throughout the dissolution process to ensure that all legal requirements are met, and that the organization's financial affairs are properly managed.
- 6. Finalize dissolution: Once all debts are paid, assets are distributed, and legal requirements are met, the organization can be dissolved. It is essential to properly document the dissolution process and file any required reports or paperwork that are relevant.

a. In the event this organization dissolves, all monies left in the treasury, after outstanding debts and claims have been paid, must be returned to the International Programs Office in The Heavener School of Business in accordance with University policies and procedures.

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.

Amendments to this Constitution may be suggested by any member of this organization. The amendments must be reviewed and approved by the current president and faculty advisor. Once approved, the amendments will be voted upon at the organization's meetings, a simple majority is required. If approved by the general body, the amended constitution must be submitted directly to the Department of Student Activities and Involvement for review and approval.

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