**Health Administration Student Association (HASA)**

 **Constitution & Bylaws**

*Last Modified: 7/22/2024*

**PREAMBLE**

**Mission**

The mission of the Health Administration Student Association is to create an environment that empowers future healthcare leaders by fostering relationships within the educational and healthcare communities that promote opportunities for professional development, networking capabilities, public service, and the continued growth and enhancement of the Master of Health Administration (MHA) Program at the University of Florida.

**ARTICLE I.**

**NAME OF ORGANIZATION**

The name of this organization shall be the *Health Administration Student Association* (HASA). This organization shall utilize the acronym HASA interchangeably with the full organization name.

**ARTICLE II.**

**ORGANIZATION AFFILIATION**

As outlined in the RSO Classification Policy, HASA 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**

The objectives of this organization shall be:

1. To encourage member development through activities that will cultivate the professional and leadership skills necessary to become proficient leaders in the healthcare industry.
2. To facilitate networking that provides mutually beneficial relationships between HASA members, the University of Florida faculty, Master of Health Administration Alumni and Students, community leaders, professionals working within the healthcare industry, and prospective Master of Health Administration students.
3. To develop and foster an ongoing commitment to public service by dedicating resources to meet community needs, as well as the development of programs and events that address emerging needs within the community.
4. To develop MHA students’ and prospective MHA students’ ability to understand, communicate with, effectively interact with people across cultures, and promote diversity.
5. To promote the growth and enhancement of the MHA Program and opportunities for future MHA students.
6. To raise funds to enable HASA to fulfill objectives and achieve goals.
7. To represent HASA, its members, and the University of Florida with dignity, ethics, and professionalism at all times.

**ARTICLE IV.**

**COMPLIANCE STATEMENT**

Upon approval by the Department of Student Engagement, The Health Administration Student Association shall be a registered student organization at the University of Florida. The Health Administration Student Association 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.**

**NON-DISCRIMINATION & UNIVERSITY RULES AND REGULATIONS**

**Section A. Non-Discrimination**

The Health Administration Student Association 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**

The Health Administration Student Association 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**

The Health Administration Student Association 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 the Health Administration Student Association 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:**

The Health Administration Student Association 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 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: BYLAWS FOR HEALTH ADMINISTRATION STUDENT ASSOCIATION**

The Health Administration Student Association 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). The Health Administration Student Association 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.

The Advisor

* The Faculty Advisor may be the current Director of the MHA Program or other respected high-level affiliates of the program.
* The Faculty Advisor, or the EB with the approval of the Faculty Advisor, may designate a Co-Advisor to assist the Faculty Advisor.
* The term of the Faculty Advisor may be indefinite.
* The Faculty Advisor shall serve as a resource and provide advisory support to the EB and other members of the organization.
* The Faculty Advisor is invited to all General Meetings, EB Meetings, and special meetings, although not required to attend. The Faculty Advisor shall, however, meet regularly with the EB as specified in Article VI.
* If the Faculty Advisor is no longer able to serve as Advisor, they may appoint the MHA Program Director or other respected high-level affiliates of the program.

**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.

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

A. The elected officers shall be President, Executive Vice-President, Vice President of Finance, Vice President of Public Relations, and Vice President of Professional Development. All elected officials constitute the Executive Board. All Vice Presidents, except for the Executive Vice President, can henceforth be referred to as VP of \_\_\_\_\_. All elected officers will serve for the entire Academic year unless there are extenuating circumstances.

**A.** **President**

* 1. Provides leadership and stewardship for the organization and serves as the primary contact and representative of the organization.
	2. Oversees and directs the actions of the Executive Board (herein referred to as EB, defined in Article VI).
	3. Presides over and manages all meetings of EB.
	4. Responsible for oversight of the VP of Public Relations, VP of Finance, as well as all committees falling under these positions.
	5. Presides over all voting, with the VP of Public Relations; including annual elections, constitutional amendments, approval of constitution and bylaws, and any other instance where a vote is required, as provided in Article VI.
	6. Holds non-voting membership on University of Florida Health Administration Alumni Association and the North Florida Chapter of ACHE.

**B.** **Executive Vice President**

* 1. Assumes the President’s duties in their absence.
	2. Presides over and manages all meetings of general membership.
	3. Responsible for the development and maintenance of organizational timelines and enforces deadlines.
	4. Oversees the performance of all elected and appointed officials.
	5. Responsible for oversight of the VP of Professional Development, as well as all committees falling under these positions.
	6. Holds non-voting membership on University of Florida Health Administration Alumni Association and the North Florida Chapter of ACHE.

**C.** **VP of Finance**

* 1. Prepares the annual budget, monitors income and expenditures and adjusts the budget as necessary. Defends all financial decisions.
	2. Responsible for the collection and disbursement of funds as provided in Article VII.
	3. Maintains financial records and makes records available to all members upon request within 7 days.
	4. Responsible for maintaining the membership list and providing records to the VP of Public Relations for record-keeping.
	5. Assists members in preparation of project budgets.
	6. Provides regular financial updates to EB and members at General Meetings.
	7. Responsible for oversight of the Social Committee and Fundraising Committee.

**D.** **VP of Public Relations**

* 1. Responsible for all communication to members.
	2. Maintains all records and makes them available to all members; organizational documents, HASA calendar, meeting minutes, attendance and participation of members at meetings, all HASA events, and all internal communication.
	3. Provides guidance and approval for all external communication.
	4. Presides over all voting, with the President; including annual elections, constitutional amendments, approval of constitution and bylaws, and any other instance where a vote is required, as provided in Article VI.
	5. Responsible for oversight of the Communications Committee, the Diversity and Inclusion Committee, and the Recruitment Committee.

**E.** **VP of Professional Development**

* 1. Responsible for developing and facilitating professional development opportunities for all HASA members.
	2. Will specifically work and coordinate with the Program Director to develop events and learning opportunities for all members.
	3. Will provide regular updates to both the EB and general body members.
	4. Responsible for the oversight of the Health Conference Committee, Community Service Committee, and the Alumni Relations Committee

B. Eligible candidates for elected officer positions must be first-year registered students of the UF MHA Program or prospective UF MHA Students and maintain active membership for one semester.

C. Term of Office

* The term of sitting elected officials shall expire on the date of the College of Public Health and Health Professions graduation.
* Newly elected officers shall become voting members of the sitting EB upon the confirmation of election win and must be permitted to attend any remaining EB meetings. Newly elected officers term shall start the day after the College of Public Health and Health Professions graduation.
* Re-election is possible for any elected office, with a maximum limit of two terms.

D. Vacancy

* In the event of a vacancy of an elected official, the President shall appoint an interim officer within 7 days of the vacancy with the consent of the EB. The open position shall be announced within 7 days, and nominations shall be open until the next general meeting, at which time nominations will be closed, immediately followed by a special election according to the rules specified in Article VI.
* The Executive Vice President shall immediately become the President in his/her vacancy.
* The term of any replacement officer shall expire on the day of the College of Public Health and Health Professions graduation, though re-election is possible.

E. Elected officers shall submit their contact information (and the contact information of their appointees and/or invitees) to the President and update this contact information for the UF MHA Alumni Contact List

F. Each elected officer shall maintain an electronic and/or hard folder of important materials that may aid in the execution of the officer’s responsibilities. These materials shall be provided to his/her successor within 14 days of the election.

G. Impeachment

* An elected officer may be removed for malfeasance, neglect of duty/incompetence, or abuse of power through the submission of an impeachment resolution that is approved by a two-thirds majority of voting members present at any quorum-established general meeting as specified in Article X.
* A three-strike system will be in use as a form of accountability; if three strikes are reached then the elected officer may be removed/impeached from their position through malfeasance, neglect of duty/incompetence, or abuse of power.
* The submission of impeachment may be done anonymously directly to the President; if it is the President in question, then the next ranking officer will receive the anonymous submission (i.e. Executive Vice President).

G. The Executive Board

* The EB is comprised of the President, Executive Vice President, VP of Finance, VP of Public Relations, and VP of Professional Development, each being a voting member of the EB.
* Appointed and invited positions are non-voting members of the EB.
* The EB provides direction and sets goals for HASA, determines appointed positions, and is accountable to HASA members and advisor(s).
* EB meetings shall be held at least once per calendar month. The dates, times, and locations of these meetings shall be determined by the EB, and notification made to all EB members at least 7 days in advance.
* When disputes arise in EB meetings that must be resolved through formal voting, each elected officer has one vote with all five voting members present. Voting shall be conducted by secret ballot. A choice shall be determined by a simple majority (>50%). If no simple majority is achieved, a second vote shall be held between the two choices that received the most votes. If there is a tie, the President may cast a deciding vote.
* All decisions not expressly required to pass a vote by members are to be made at the sole discretion of the five voting members of the EB, taking into account the advice and preferences of members and Advisor(s).

**ARTICLE IX.**

**ELECTIONS**

1. Elections
* Eligible candidates for elected officer positions must be first-year registered students of the UF MHA Program or prospective UF MHA Students and maintain active membership for one semester.
* Elected Officer position descriptions and responsibilities shall be made available to all members no later than the first General Meeting of the Spring semester.
* Nominations will be open from the first General Meeting of the Spring semester until elections are held at the last General Meeting of the Spring semester. Any member may nominate themselves and/or any other member that are eligible as outlined in Article VI.
* Any member may accept nominations for no more than two positions and will forfeit consideration for a position if elected to another. No member may hold more than one elected position. Once nominations are closed, no ‘slating-down’ or ‘slating-up’ is allowed.
* Elections shall take place during the last GBM of the Spring semester. On the day of elections, nominations shall be closed for all positions prior to presentations by the candidates to the general membership.
* Candidates may give a presentation of five minutes or less prior to voting. A two-minute extension may be requested at the end of five minutes and granted at the discretion of the President.
* The order of elections shall be President, Executive Vice President, VP of Finance (Treasurer), VP of Public Relations, and VP of Professional Development.
* Following all presentations by candidates for a position, eligible members present shall vote by secret ballot and votes shall be counted by the President and VP of Public Relations (or other designated persons presiding over elections), with results being announced prior to the next position’s candidates’ presentations. The exact number of votes received by each candidate may be disclosed at the request of any candidate for that office.
* If quorum is not established (Article X), elections shall be delayed until the next General Meeting, with the provision that if quorum is not established at that meeting, the EB shall appoint officers from the candidates.
* A simple majority (> 50%) is required for election, and in the event, no candidate receives > 50% of votes, a runoff between the two candidates receiving the most votes shall be held. In the event of a tie, the President shall cast the deciding vote.

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

1. Voting

* All members having paid dues and with active membership status shall have one vote in all elections and general voting.
* Voting will take place at a quorum-established General Meeting. If a scheduled vote cannot be held because quorum has not been established, the EB shall determine the appropriate action without a vote.
* The President and VP of Public Relations (or other designated persons) presiding over voting shall abstain from voting unless required to break a tie. In such a case, the President shall cast the deciding vote.
* Any member who accepts a nomination to run for office shall abstain from voting for that office.
* All voting shall occur by secret ballot, and ballots shall be retained until the end of the meeting in which elections occur. Any candidate (or voting member in non-election voting) has the right to ask for a recount or confirmation of results until the end of the meeting, at which time the ballots may be destroyed, and the results are final.
* Other than elections and approval of this constitution or amendments, a vote shall be required at the discretion of the EB.

**ARTICLE X.**

**FINANCE**

 As a General Registered Student Organization, Health Administration Student Association does not receive any funding or resources from other UF Departments or Colleges, rather, this organization is funded by:

1. Dues
* Annual membership dues shall be determined by the EB and clearly communicated to attendees during the first General Meeting of the Fall semester. The proposed use(s) of dues shall also be communicated by the EB to the members before transactions occur. Any changes to the proposed use of dues require communication to the members before transactions.
* Dues shall be collected no later than the third General Meeting of the Fall semester unless an exception is granted by the EB and shall not exceed $75 annually.
* Any person paying dues after the established deadline shall forfeit member rights for a period of one month following payment unless an exception is granted by the EB.
* All dues raised must first be deposited into a HASA account before any reimbursement or distribution is made.

B. Fundraising

* HASA shall seek funds from all appropriate sources in accordance with applicable law; including University resources, Alumni, fundraising activities, and community sponsors.
* All funds raised must first be deposited into a HASA account before any reimbursement or distribution is made.

C. Disbursement of Funds

* Projects
	+ All projects with an approved project plan shall be funded in accordance with the approved project budget.
	+ Any funding beyond the approved amounts shall be communicated to the member by the VP of Finance before transactions are made.
* Reimbursement
	+ The EB shall determine what events, travel, or other activities qualify for reimbursement, and what reimbursement limits are imposed. The determined reimbursements shall be communicated to the members by the VP of Finance through the proposed budget.
	+ Reimbursement to an individual may not be made in an amount exceeding the actual amount spent by an individual. Proof of spending, in the form of receipts, must be provided and approved prior to reimbursement.
	+ For each HASA-sanctioned event, travel, or other activity, a total reimbursement pool shall be determined by the EB. The individual disbursements from this pool shall be determined by participation in HASA events during the membership year (from the time dues are paid) until the travel, event, or activity occurs. Participation shall be recorded and verified by Committee Chairs for all events originating within their Committee, and subject to further verification by the Secretary and EB. A fair and clear ‘points system’ must be established and communicated to the members by the EB prior to the deadline for dues.

D. The VP of Finance is primarily responsible for managing all aspects of the budget, including collection of dues, fundraising, project budgets, charitable donations, investments, and reimbursement, as well as the maintenance of all HASA accounts. The VP of Finance shall be named on all HASA accounts.

**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, Health Administration Student Association will leave any assets and outstanding funds to the MHA Program.

A. In the event this organization dissolves, all assets of the organization shall be given to the Department of Health Services Research, Management and Policy in the College of Public Health and Health Professions at the University of Florida.

B. This organization may only be dissolved under the following circumstances:

* There are fewer than 10 members.
* Members decide by a unanimous vote to dissolve the organization.
* The University of Florida decides to dissolve the organization for misconduct.

**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.

A. The Constitution may be amended by the EB without quorum-established General Meeting before the final registration date for UF student organizations and the approval of the Advisor.

B. Following registration, this constitution may be amended at any quorum-established General EB Meeting by a simple majority of voting EB members present, as established in Article X, provided that the proposed amendment(s) have been distributed at that General Meeting. All amendments shall be subject to approval by the EB prior to a vote, and by the Department of Student Engagement if the amendment passes a vote.

C. A vote shall be held during the last EB meeting of the Spring semester; the constitution must pass a vote by a simple majority of voting EB members present, subject to requirements set forth in Article XI.

* If the constitution does not pass, specific changes must be suggested, discussed, and considered.
* If changes are to be made, there will be a special meeting held no more than 7 days later at which time the revised constitution shall be subject to a vote.
* If a suggested change is disputed and fails to pass a simple majority vote (> 50%), it will not be considered.
* If no specific changes are suggested, the constitution shall pass by default.

D. Once the constitution has been approved by a vote of the EB members, it shall be submitted to the Student Engagement for approval.

E. The Department of Student Engagement has final approval of the constitution, and any required changes will be made without a vote.

F. The final, approved constitution shall be distributed to all members at the third General Meeting of the Fall semester.