**CONSTITUTION FOR HEALTH EDUCATED ASIAN LEADERS**

**ARTICLE I. NAME OF ORGANIZATION**

The name of this organization is Health Educated Asian Leaders. This organization will utilize the acronym HEAL in all publicity materials and correspondence. Health Educated Asian Leaders is affiliated with the Asian American Student Union or AASU operating in Gainesville, Florida.The website of the Asian American Student Union is [www.ufaasu.com](http://www.ufaasu.com).

**ARTICLE II. ORGANIZATION AFFILIATION**

As outlined in the RSO Classification Policy, Health Educated Asian Leaders 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**

Health Educated Asian Leaders is an organization of students representing various health related fields at the University of Florida. Our pillars are pre-health, service, leadership, and unity. We are here to bring together students pursuing a career in Medicine, Pharmacy, Dentistry, Veterinary Medicine, Nursing, and Physical and Occupational Therapy. Our goal is to unite and build a network of diverse students with similar interests and career goals. Students are provided with the resources needed in order to be successful in furthering their professional ambitions. As an organization geared solely to address the concerns and interests of our members, we welcome all interested individuals to get involved.

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

Upon approval by the Department of Student Engagement, Health Educated Asian Leaders shall be a registered student organization at the University of Florida. Health Educated Asian Leaders 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

HEAL 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 the University of Florida Regulation 1.006 (Non-Discrimination/Harassment/Invasion of Privacy Policies) is prohibited.

Section B. Sexual Harassment

HEAL 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 Policies) is prohibited.

Section C. Hazing

HEAL 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 HEAL 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

HEAL understands, acknowledges, and agrees to uphold and abide by the specific minimal requirements regarding officer eligibility as defined in the [Registered Student Organization Classification and Officer Eligibility Policy](https://policy.ufl.edu/policy/rso-classification-officer-eligibility/).

**ARTICLE V. MEMBERSHIP**

Membership in this organization is open to all enrolled students at the University of Florida. Non-enrolled students, spouses, faculty, and staff are prohibited from holding membership, office or voting powers. All members are free to leave and disassociate without fear of retribution, retaliation, or harassment.

**ARTICLE VI. BYLAWS FOR HEALTH EDUCATED ASIAN LEADERS**

HEAL 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). HEAL 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 faculty advisor shall be nominated by the officers through majority vote. The student organization advisor shall serve their term for however long they wish. If the majority of the officers feel as if the student organization advisor is not fulfilling their duties, then the student organization advisor may be relieved from their responsibilities. By majority vote from the officers, a replacement for student organization advisor can be found through nominations. If the University of Florida faculty or staff member accepts, then they will fulfill the role as a permanent replacement.

**ARTICLE VIII. OFFICERS**

Registered student organizations are required to have a minimum of a President, Treasurer, and Vice President as elected officers. These officers must abide by the [Registered Student Organization Classification and Officer Eligibility Policy.](https://policy.ufl.edu/policy/rso-classification-officer-eligibility/)

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

***Section 1. Positions***

The elected officers of Health Educated Asian Leaders shall be:

1. President
2. Internal Vice President
3. External Vice President(s)
4. Treasurer(s)
5. Director(s) of Resources and Education
6. Health Panel Director(s)
7. Secretary
8. Social Coordinator(s)
9. Multimedia Coordinator(s)
10. Service Coordinator(s)
11. Outreach and Network Coordinator
12. Fundraising Coordinator
13. Publicity Coordinator
14. Concessions Coordinator

***Section 2. 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 organization and attend monthly Asian American Student Union Presidents’ meetings
	2. Direct and create agendas for officer meetings
	3. Coordinate duties to the officers and chair positions
	4. Appoint chairpersons (e.g. webmaster, special events, expedition, multimedia)
	5. Supervise and approve financial transactions
	6. Continue unfinished work from other officers or chairs
	7. Call special meetings when necessary
	8. Facilitate MEDIC Meetings along with Board
2. **Internal Vice President**
	1. Preside at all meetings of the organization
	2. Ensure HEAL’s representation in Asian American Student Union events
	3. Serve as an aide to the President
	4. Monitor the duties of the other officers
	5. Fulfill duties delegated by the President
3. **External Vice President(s)**
	1. Preside at all meetings of the organization
	2. Responsible for member recruitment and retention
	3. Act as a liaison to Asian American Student Union and all its sub-organizations (i.e. plugging, coordinating events with other organizations)
	4. Responsible for coordinating joint social events with other organizations
	5. Plan Mentor/Mentee Week/Events in Summer, Fall, and Spring
	6. Responsible for coordinating community service activities
	7. Fulfill duties delegated by the President
4. **Treasurer**
	1. Preside at all meetings of the organization
	2. Receive all monies of Health Educated Asian Leaders
	3. Keep accurate records of receipts and expenditures
	4. Pay out local funds in accordance with the approved budget as authorized by the organization
	5. Present financial statement at every meeting and at other times when requested by the President and Internal Vice President
	6. Serve as the liaison to Student Government Finance Office and Concessions Manager
	7. Fulfill duties delegated by the President
5. **Director(s) of Resources and Education**
	1. Preside at all meetings of the organization
	2. Responsible for “teaching” sections of the general body meetings
	3. Responsible for coordinating educational workshops
	4. Fulfill duties delegated by the President
6. **Health Panel Director(s)**
	1. Preside at all meetings of the organization
	2. Serve as the head of the Health Panel Committee
	3. Direct all aspects of the Health Panel event, including the venue, speakers, food, and refreshments
	4. Responsible for advertising including, but not limited to, tabling, flyers and tarp
	5. Fulfill duties delegated by the President
7. **Secretary**
	1. Preside at all meetings of the organization
	2. Record and maintain minutes of all general body meetings and executive board meetings for Health Educated Asian Leaders
	3. Ensure timely and accurate mass communications among officers
	4. Create membership roll and attendance records at all meetings and events
	5. Update the listserv and send out update emails in a timely, orderly manner to members
	6. Update website and Facebook group for Health Educated Asian Leaders
	7. Fulfill duties delegated by the President

**8. Social Coordinators (2)**

* 1. Preside at all meetings of the organization
	2. Plan icebreakers/presocials/aftersocials for general body meetings
	3. Coordinate and attend social events for Health Educated Asian Leaders
	4. Fulfill duties delegated by the President

**9. Multimedia Coordinators (2)**

* 1. Preside at all meetings of the organization
	2. Create visuals used for promotional purposes by the organization (e.g. videos, flyers)
	3. Fulfill duties delegated by the President

**10. Service Coordinators (2)**

* 1. Preside at all meetings of the organization
	2. Organize and plan the expedition service trip
	3. Responsible for coordinating community service activities and collabs
	4. Fulfill duties delegated by the President

**11. Outreach and Network Coordinator (1)**

* 1. Preside at all meetings of the organization
	2. Responsibilities include attending monthly Pre-Medical Student Council meetings and updating the opportunity resources sheet for members
	3. Must also stay updated with ongoing opportunities and other organizations that members may be interested in joining to provide members with those resources
	4. Responsible for helping other officers on board when needed
	5. Fulfill duties delegated by the President

**12. Fundraising Coordinator (1)**

* 1. Preside at all meetings of the organization
	2. Responsible for getting sponsorships of large scale events (e.g. Health Panel, 5K, etc.)
	3. Responsible for asking vendors for cooperation, donations, and willingness to do give back nights/fundraisers with HEAL throughout the year
	4. Assist officers with their fundraisers from all angles (logistics planning, acquiring supplies, and running the fundraiser)
	5. Become the liaison between HEAL and the Gainesville community/businesses
	6. Fulfill duties delegated by the President

**13. Publicity Coordinator (1)**

* 1. Preside at all meetings of the organization
	2. Take pictures at all events, general body meetings, and other activities
	3. Keep events/posts on all social media platforms up-to-date (Facebook, Instagram, Website, YouTube, Linktree, etc.)
	4. Share events through all social media platforms in a timely manner leading up to events
	5. Create descriptions and captions for posts to be uploaded to all social media platforms
	6. Create/customize a new HEAL tri-fold board as needed (with Multimedia)
	7. Responsible for creating tabling sign up sheets for officers and MEDIC
	8. Responsible for collaborating with Multimedia Directors/Treasurers for merch production/promotion
	9. Fulfill duties delegated by the President

**14. Concessions Coordinator (1)**

1. Preside at all meetings of the organization
2. Responsible for collaborating with the Treasurer to organize concessions throughout the school year
3. Ensure record keeping of attendance at concession events
4. Serve as the main point of contact for concessions collaborations with other student organizations
5. Serve as the liaison for concessions as determined by the Treasurer
6. Fulfill duties delegated by the President

***Section 3. Term***

Officers shall assume their official duties at the close of the last general meeting of the academic year and shall serve for a term of one academic year and/or until their successors are elected or appointed.

***Section 4. Removal Process***

Any officer of Health Educated Asian Leaders may be removed from office through the following process:

1.   The officer fails to assume responsibilities as outlined in this constitution.

2.   The officer fails to maintain eligibility as determined by the University of Florida.

3.   A two-thirds majority vote of the remaining officers present must be necessary for impeachment.

4.   In the event that an officer is removed, a special provision may be granted to the remaining officers to appoint a permanent replacement for the position through majority vote after a thorough process of applications and interviews.

5. In the event that an officer resigns, a special provision may be granted to the remaining officers to appoint a permanent replacement for the position through majority vote after a thorough process of applications and interviews.

**ARTICLE IX. ELECTIONS**

***Section 1. Election Committee***

The goal of the election committee is to facilitate the election process for the new executive board of Health Educated Asian Leaders. The election committee must consist of the current Internal Vice President if they are not running for a position, as well as two other members of their choice who are also not running for a position in Health Educated Asian Leaders. If the Internal Vice President is running for a position, the election committee shall be up to the rest of the executive board to decide. If there are not enough eligible committee members, then the committee may be opened to incoming or exiting officers from the Asian American Student Union or prior officers of Health Educated Asian Leaders. Committee members shall conduct all voting procedures as detailed in Article VII, Section 3, but reserve the right to add certain procedures they deem necessary through a unanimous vote of the committee members. Committee members eligible to vote must forfeit their right to vote and shall not participate in any pro/con session or discussion session.

***Section 2. General Election Details***

1. Only active members are eligible to vote and/or run for office.

a. Members are eligible to vote and/or run if they have either:

* Attended three GBMs (in Fall and/or Spring)
* Attended one Health Panel
* Attended one volunteer and one social event (in Fall and/or Spring)

c.   Only a former officer can fill the President and Internal Vice President positions.

2.  Nomination and elections for all officers will take place annually from the members at the last meeting in April.

3.  Any member may nominate any other voting member, including themselves, only if they meet eligibility as stated in Section 2, Clause 1.

4.  Voting will occur by secret ballot and a simple majority (50+1%) vote is required to elect an officer.

5.   If there are more than two candidates running and no candidate receives a majority vote, there shall be a run-off vote between the top two vote recipients.

6.   No person shall be eligible to serve more than one position within the organization.

***Section 3. Election Procedures***

1. Ask for nominations for each elected office.

2. Create a list of all nominated members running for an elected position for all members to see.

3. Ask all but one nominee to leave the room. Each nominee will come in individually to make a speech for a predetermined amount of time set by the election committee.

5. There will be a discussion period about every candidate

6. Distribute ballots to eligible voters.

7. Count all completed ballots and announce the newly elected officer.

8.   Once voting procedures begin, all voting members 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.

9.   A recount may be requested by any voting delegate at any time.

***Section 4: Motions within the Election Process***

Motions can be used to speed up or allow for clarification within the election process. To begin a motion, a person must say, “I move to...” All motions must be seconded by another person and then must be approved by a two-thirds vote from the voting population. If one or more people say “NAY”, the motion must be voted on again. If again, one or more people say “NAY”, then the house is “divided”, and a hand count must be conducted. After the hand count, the motion can be approved or denied.

There are two motions that can be used during any part of the election process after each candidate’s speech.

* Motion to Acclimate: This motion will skip certain election procedures.
* Motion for Additional Minutes of Discussion: This motion can allow additional time to review a candidate’s pros and cons. The person initiating the motion can move to have “x” minutes of discussion.

***Section 5. Voting Methods***

1.   Voters have three ways that they can vote.

a. Vote for a nominee: Write the nominee’s name clearly and legibly.

b. Vote of abstinence: You prefer not to vote for any of the candidates and elect to remove your vote from the count. If you choose to abstain your vote, write “ABSTAIN” on your ballot.

c. Vote of no confidence: You believe no nominees are capable of the job and therefore choose to vote for no one. If you choose to vote no confidence, write “NO CONFIDENCE” on your ballot. Unlike a vote of abstinence, your vote will be considered in the count.

***Section 6: Special Events/Event with No Clear Winner***

1. In the event with multiple candidates where no candidate has a majority vote, a run-off is conducted between the two candidates who are closest to the majority.
2. In the event of NO CONFIDENCE being the majority vote, the position is vacated. The incoming president will appoint a person, and the executive board must approve with a two-thirds vote.
3. In the event no candidate runs for a position, the incoming president will appoint someone for the position, and the executive board must approve with a two-thirds vote.
	* For cases 2 and 3, in the event the president is vacated, the elected vice president becomes the new president. The new president will appoint the vice president position, and the executive board must approve with a two-thirds vote.

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

**ARTICLE X. FINANCE**

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

Health Educated Asian Leaders does not require membership fees or other financial obligations. Rather, funds will be raised through event concessioning as well as online and physical fundraisers through members. Health Educated Asian Leaders will apply for Student Government funding to help defer the cost for social events, community service events, and the biannual Health Panel.

**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, HEAL will leave any assets and outstanding funds to “Camp Boggy Creek.”

***Section*** ***1.*** ***Requirements for dissolution***

1. Current officers and members feel the lack of need of the organization

2.   No participation and no attendance from the students

3.   Special circumstances that prevent the organization from being present at the University of Florida

***Section 2.*** ***Procedures for dissolution***

1. Two-thirds majority vote from the officers for dissolution through secret ballot

2. Agreement from the faculty advisor that dissolution is the best solution

**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.

This constitution may be amended at any executive board meetings of Health Educated Asian Leaders by a two-thirds vote of the officers present and voting, provided that notice of the proposed amendment was given at the previous meeting. All amended constitutions must be submitted directly to Student Engagement for review and approval.