****

**HEALTH SCIENCE STUDENT ORGANIZATION (HSSO) CONSTITUTION**

**(Revised 8/29/2024)**

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**ARTICLE I. NAME OF ORGANIZATION**

This student organization will be known as the Health Science Student Organization and will use the acronym HSSO. The website for the Health Science Student Organization is <https://undergrad.phhp.ufl.edu/health-science-student-organization/>.

**ARTICLE II.** **ORGANIZATION AFFILIATION**

As outlined in the RSO Classification Policy, Health Science Student Organization 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 purpose of the Health Science Student Organization is:

1. To unify and promote cohesiveness and communication between undergraduate students in the College of Public Health Professions (PHHP) including, but not limited to, Health Science major, Communication Science and Disorders majors, Public Health majors, and PHHP minor students, with students in other pre-health programs at UF as well as between the students and faculty.
2. To provide a forum for students in the college and in the pre-health majors to network and to learn more about their future professions through networking and service events.
3. To make available information, opportunities, and activities within the health professions throughout the University and the community through general body meetings.
4. To provide leadership and professional development opportunities for members to gain more experience and become more competitive when applying to graduate schools and programs.
5. To serve as the connection between the PHHP undergraduate programs and the general student body, and to provide insight and program feedback based on student experience.
6. To help promote the Health Science, Communication Science and Disorders, and Public Health majors and minors to the general UF population and interested students.

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

Upon approval by the Department of Student Activities and Involvement, Health Science Student Organization shall be a registered student organization at the University of Florida. Health Science Student Organization shall comply with all local, state, and federal laws, as well as all University of Florida regulations, policies, and procedures. Such compliance includes but is not limited to the University’s regulations related to Non-Discrimination, Sexual Harassment (including sexual misconduct, dating violence, domestic violence, and stalking), Hazing, Commercial Activity, and Student Leader Eligibility.

In order to be registered, Health Science Student Organization will comply with the University of Florida’s Non-Discrimination, Sexual Harassment, and Hazing Policies. Health Science Student Organization shall comply with all local, state and federal laws, as well as all University of Florida regulations, policies, and procedures.

**Section A. Non-Discrimination**

Health Science Student Organization agrees that it will not discriminate on the basis of race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinions or affiliations, genetic information and veteran status as protected under the Vietnam Era Veterans' Readjustment Assistance Act. 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**

Health Science Student Organization 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**

Health Science Student Organization agrees that it will not initiate, support, or encourage any events or situations that recklessly, by design, or intentionally endanger the mental or physical health or safety of a student for any purpose including but not limited to initiation or admission into or affiliation with any student group or organization. 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 Health Science Student Organization 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**

Health Science Student Organization 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 enrolled students at the University of Florida. Non-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 SCIENCE STUDENT ORGANIZATION**

Health Science Student Organization 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). Health Science Student Organization 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.

**Section 1:** The Dean of College of Public Health and Health Professions will appoint a

student organization advisor that shall offer counsel to the Executive Board when needed but shall have no vote.

**Section 2:** The term of the student organization advisor is until the advisor no longer wishes

to fulfill the duties as student organization advisor.

**Section 3:** In the event that the student organization advisor is no longer able to fulfill his or

her duties, the Dean of the College of Public Health and Health Professions shall appoint a 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. The elected officers of Health Science Student Organization shall be President, Vice-President, and Treasurer. At no time should one person hold more than one of these positions.

**Section 1:** The administrative body shall be an Executive Board consisting of a President,

Vice President, Treasurer, Secretary, Outreach Chair, Networking Chair, and Historian. They shall be appointed by a popular vote in an election open to all members of the organization.

**Section 2:** The Executive Board shall serve in their positions for one calendar year, effective

once elected in the spring semester.

**Section 3:** The Executive Board will oversee the mission and goals of the organization,

planning for the year during the summer semester and running various events and activities during the fall and spring semesters.

**Section 4:** If an Executive Board member cannot fulfill their term for any reason, that

member will be replaced by a majority vote, except for the President. In this case, the Vice President will assume all duties of the President.

**Section 5:** Any member of HSSO who has attended at least three meetings is eligible to run

for an executive position. In order to be eligible for President, the candidate must be a Health Science major.

**Section 6:** The Executive Board shall call meetings and preside during these sessions, and

make administrative decisions regarding the duties of its membership with respect to the purposes of HSSO.

**DUTIES OF THE OFFICERS:**

The duties of the ***President*** shall be to:

* direct the overall operation of HSSO,
* serve as the official representative of HSSO,
* stay in communication with the faculty advisor,
* update the constitution and submit to SAI for approval,
* complete the required trainings in order for HSSO to be registered with SAI,
* update new officers on GatorConnect,
* coordinate all officer schedules for summer planning meetings,
* update the HSSO website,
* chair the Undergraduate Liaison Committee,
* schedule GBM and officer meetings for the fall and spring semester,
* determine the point system requirements for each semester along with the other officers,
* ensure that each officer is carrying out their respective duties,
* oversee the election process,
* update the canvas enrollments for new members and officers,
* create agendas for each officer meeting,
* stay in constant communication with all of the officers,
* add to the presentation for the GBMs each week,
* oversee all recruitment activities,
* lead the GBMs and officer meetings.

The duties of the ***Vice President*** shall be to:

* assist with all Presidential duties,
* assume the President’s duties in his or her absence,
* complete the required trainings in order for HSSO to be registered with SAI,
* help run GBMs along with the President,
* reserve the rooms for GBMs,
* serve as an auditor making sure all funds are accounted for, monitoring the budget the Treasurer creates,
* chair the Undergraduate PR Committee,
* send out reminder announcements before each GBM,
* add to the presentation for the GBMs each week,
* assist in recruitment activities, specifically submitting permits for tabling,
* stay in constant communication with the President and other officers,
* attend planning meetings during the summer,
* attend all GBMs and officer meetings.

The duties of the ***Treasurer*** shall be to:

* complete the required trainings in order for HSSO to be registered with SAI,
* keep and manage HSSO funds,
* collect dues, money for t-shirts, and money for grad cords,
* make use of personal venmo to collect funds,
* report to the Vice President and be accountable for all funds,
* create and update a budget for the year,
* coordinate the ordering of club t-shirts,
* order graduation cords during the spring semester,
* add to the presentation for the GBMs each week,
* assist in recruitment activities, specifically coordinating the tabling effort,
* stay in constant communication with the President and other officers,
* attend planning meetings during the summer,
* attend all GBMs and officer meetings.

The duties of the ***Secretary*** shall be to:

* keep track of attendance,
* facilitate feedback surveys throughout the year,
* take meeting minutes at officer meetings and upload to the Google Drive,
* create the presentation template for each GBM and notify other officers to add to it each week,
* monitor the general club email responding to messages in a professional and timely manner,
* update and organize the HSSO canvas page,
* work with other positions to create flyers for events,
* keep track of member points and active status,
* work with the Historian to update the monthly calendar and newsletter,
* coordinate the efforts of planning and running the seasonal social each semester,
* assist in recruitment activities, specifically the virtual effort,
* stay in constant communication with the President and other officers,
* attend planning meetings during the summer,
* attend all GBMs and officer meetings.

The duties of the ***Outreach Chair*** shall be to:

* plan and organize four service events each semester,
* work with the Secretary to create flyers to promote the events,
* work with the Historian to post the flyers on social media,
* communicate with Secretary to award points to members who attend service events,
* coordinate guest speakers for GBMs,
* keep a record of previous guest speakers on the Google Drive,
* add to the presentation for the GBMs each week,
* assist in recruitment activities, specifically flyering around campus,
* stay in constant communication with the President and other officers,
* attend planning meetings during the summer,
* attend all GBMs and officer meetings.

The duties of the ***Networking Chair*** shall be to:

* plan and organize four networking events each semester,
* work with the Secretary to create flyers to promote the events,
* work with the Historian to post the flyers on social media,
* create and update presentations for the networking events,
* monitor and implement feedback received about the networking events,
* communicate with Secretary to award points to members who attend networking events,
* create and maintain an ongoing list of icebreakers,
* work with Secretary to keep track of members who go above and beyond to be recognized at the end of each semester,
* add to the presentation for the GBMs each week,
* assist in recruitment activities, specifically flyering around campus,
* stay in constant communication with the President and other officers,
* attend planning meetings during the summer,
* attend all GBMs and officer meetings.

The duties of the ***Historian*** shall be to:

* keep a visual history of HSSO,
* take pictures at all events, GBMs, and activities,
* organize the photos in a folder on the Google Drive,
* manage all social media accounts,
* maintain a professional image when representing the organization,
* coordinate the design of the club t-shirt,
* create promotional flyers/graphics for recruitment,
* create graphics to promote the GBMs each week on social media,
* create a slideshow of pictures recapping the year at the end of the spring semester,
* add to the presentation for the GBMs each week,
* work with the Secretary to update and post the monthly calendar and newsletter to social media,
* work with other positions to post flyers for events on social media,
* assist in recruitment activities, specifically conducting the social media campaign,
* stay in constant communication with the President and other officers,
* attend planning meetings during the summer,
* attend all GBMs and officer meetings.

**Section 7:** If at any time the voting body feels it is not being properly served by the officers

of HSSO, it may call a vote of impeachment. A four-fifths voting body would suffice for dismissal by impeachment of an officer. A replacement officer shall be elected from HSSO in accordance with the qualifications set forth in the HSSO by-laws and with all due haste.

**ARTICLE IX. ELECTIONS**

**Section 1:** HSSO shall hold elections during the spring semester each year. Election dates

shall be announced at the general body meeting (GBM) before the election. Elections themselves will take place during the last GBM of the spring semester.

**Section 2:** Any HSSO member that has attended at least three meetings may nominate his or

herself for any elective position. Persons seeking elected positions shall notify HSSO’s Executive Board via the form sent out prior to elections. The Executive Board is required to keep a record of all nominations.

**Section 3:** All election voting shall be done via a secret ballot, which shall be open to all

members of the organization. The candidate with majority votes (50% of the vote) is elected.

**Section 4:** In order to conduct elections, a quorum of 50% of the executive board members

must be present.

**Section 5:** There will be no proxy voting, members must be present for voting.

**Section 6:** In the event of a tie, the member with more points for that semester will win the

tie.

In the absence of clear direction on election, amendment, and /or voting procedures, [Name of organization] 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, Health Science Student Organization does not receive any funding or resources from other UF Departments or Colleges, rather, this organization is funded by:

**Section 1:** Members of the organization and Executive Board are responsible for $10 dues

each year and will be collected at the beginning of the fall semester or spring if they join later in the academic year.

**Section 2:** The Treasurer will create and update a budget each year maintaining transparency

about what all HSSO funds are used for.

**Section 3:** HSSO will conduct various fundraising events throughout the year that all

members are expected to participate in as one of the categories to earn points towards. An example of these events includes restaurant partnerships.

**Section 4:** All funds raised through the collection of dues and generated in fundraising

events will be used to subsidize the cost of t-shirts, put on more social events, donate towards a service project, and to purchase materials for the growth and development of the organization such as recruitment materials.

**ARTICLE XI. DISSOLUTION OF THE 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 Science Student Organization will leave any assets and outstanding funds to The American Cancer Society.

**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

**Section 1:** Any active member can propose an amendment to the President. The President

then must inform the Executive Board of the proposal.

**Section 2:** Amendments to the Constitution shall require a majority vote from the Executive

Board and approval by the faculty advisor. If the Executive Board and the faculty advisor pass the vote, it will be voted on by the members.

**Section 3:** If the amendment is passed by the members, the President will revise the

constitution immediately.

**Section 4:** The amended constitution will immediately be submitted 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.