**Hispanic Student Association**

**ARTICLE I: NAME OF ORGANIZATION**

Section 1: Name

The name of the organization shall be the Hispanic Student Association, a registered University of Florida “service special interest organization.” Hereafter, referred to in this constitution as H.S.A.

**ARTICLE II: PURPOSE STATEMENT**The purpose of H.S.A. is as follows:

The Hispanic Student Association’s mission is to serve and represent the Hispanic and Latinx community at the University of Florida by engaging students and developing future leaders. We aim to unify our community by educating and empowering students’ sense of identity, while advocating respect, professionalism, and social justice values. The Hispanic Student Association is the voice of the Hispanic and Latinx community at the University of Florida.

**ARTICLE III: COMPLIANCE STATEMENT**

Upon approval by the Department of Student Activities and Involvement, H.S.A. shall be a registered student organization at the University of Florida. H.S.A. 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: UNIVERSITY REGULATIONS**

Section A: Non-Discrimination

H.S.A. 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

H.S.A. 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

H.S.A. 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 H.S.A.  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

The Hispanic 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](https://hub.policy.ufl.edu/s/article/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: STUDENT ORGANIZATION ADVISOR**

The Student Organization Advisor:

A. Shall serve as consultant to the Executive Board and the association in general.

B. Shall be required to sign a statement of solvency of the association.

C. Shall serve as a liaison between the H.S.A. and the administration.

D. Shall be appointed by the Executive Board at the end of the spring term. The advisor’s term shall be from June to May of an academic year.

E. Should the advisor no longer be able to fulfill their responsibilities, the Executive Board will find a replacement who is a UF faculty or staff through the nomination of the president and approved by 51% or more of the general members of H.S.A..

F. 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.

**ARTICLE VII: OFFICERS**

Section 1: Executive Board

A. The officers of the H.S.A. Executive Board shall be the President, Vice-President of Operations, Vice-President of Programming, Vice-President of Communications, Treasurer, Secretary, Member Leadership Program Fall Executive Director, Member Leadership Program Spring Executive Director, and Office of Political Affairs Executive Director. At no time should one person hold more than one of these positions. At minimum, the President, Vice President of Operations, and Treasurer must abide by the Registered Student Organization Classification and Officer Eligibility Policy (Article IV Section E).

B. Elected positions to the executive board include: President, Vice-President of Operations, Vice-President of Programming, Vice-President of Communications, Treasurer, Secretary, Member Leadership Program Fall Executive Director, and Member Leadership Program Spring Executive Director.   
  
C. Appointed positions to the executive board include: Office of Political Affairs Executive Director.  
  
D. Appointed positions of the Executive board shall be nominated by the President and approved by a 2/3rds vote of the current members of the Executive Board.

Section 2: Terms of Office

A. One term for the elected officials: President, Vice-President of Operations, Vice-President of Programming, Vice-President of Communications, Treasurer, Secretary, Member Leadership Program Executive Director(s), shall be defined as the time from the date of election to the end of the following academic year.

B. Elected officials, appointed officials, and cabinet members may serve multiple terms in the same position, given they are reappointed or re-elected.

D. One term for appointed positions of all H.S.A. Cabinet shall be from their appointment until the end of the term of the Executive Board that appointed them.

E. All other positions, offices, and programs created by an H.S.A. Executive Board shall have terms from the day of appointment until the end of that H.S.A. Executive Board’s term.

Section 3: Responsibilities of the Executive Board

The Executive Board shall be responsible for the duties and authority as pertains to such offices, except that such duties may be varied or expanded by the Executive Board. In addition, the duties of the officers are itemized as follows:

A. The President:

a. Shall serve as the primary representative of the H.S.A..

b. Shall directly oversee the Presidential Cabinet.

c. Shall make sure the organization is a registered organization of the University of Florida and that all forms are properly submitted per the Student Government Handbook.

d. Shall be responsible for all financial affairs of the organization.

e. Shall preside at all Executive Board meetings and General Body Meetings.

f. Shall appoint Committees for approval by the Executive Board and/or members.

g. Shall authenticate by their signature – when necessary – all documents.

h. Shall prepare and defend the organizational and special events budget in front of the Student Senate Budget and Appropriations committees.

i. Shall be in constant contact with the Faculty Advisor and Executive Board.

j. Shall maintain active and good relations with the Student Body Treasurer’s Office.

k. Shall maintain active and good relations with the affiliated organizations.

l. Shall serve as the official spokesperson for the Hispanic Student Association.

m. Shall be responsible for carrying out any and all election processes and leading the induction of the new Executive team.

n. Shall preside over the H.S.A. Affiliated Hispanic Organizations Council

B. The Vice President of Operations:

a. Shall in the absence of the President, have all authority and responsibilities vested in the President

b. Shall become President of H.S.A should the President resign or be removed from office.

c. Shall directly oversee the Operations Cabinet.

d. Shall maintain active and good relations with the affiliated organizations through the development of whichever programs deemed necessary.

e. Shall ensure that all messages from the H.S.A. Executive Board are relayed to the affiliated organization executive boards.

f. Shall create and update a calendar of Affiliated Organization events.

g. Shall maintain H.S.A.’s relationship with the UF Association of Hispanic Alumni.

h. Be responsible for recruitment and member retention through the development of programs that improve existing H.S.A. member experience through events including but not limited to Cabinet retreats, socials, and internal programming

C. The Vice President of Programming:

a. Shall, in the absence of the President and Vice-President of Operations, have all authority and responsibilities vested in the President.

b. Shall directly oversee the Programming Cabinet.

c. Shall seek and coordinate events with campus organizations and the community, as well as other UF organizations outside of H.S.A..

d. Shall take on the task of planning/outlining General Body Meetings

e. Shall oversee the planning of keystone events including but not limited to Noche de Gala, Winter Formal, and HSA Week

D. The Vice President of Communications:

a. Shall, in the absence of the President, Vice-President of Operations, and Vice-President of Programming, have all authority and responsibilities vested in the President.

b. Shall directly oversee the Communications Cabinet.

c. Shall coordinate all marketing strategies and efforts for the events and social media of H.S.A..

d. Shall be responsible for setting up tabling hours for all H.S.A. events.

E. The Treasurer:

a. Shall, in the absence of the President, Vice-President of Operations, Vice-President of Programming, and Vice-President of Communications, have all authority and responsibilities vested in the President.

b. Shall oversee the Treasurer Cabinet.

c. Shall keep all financial records of the organization.

d. Shall report the financial status of the organization to the Executive Board.

e. Shall prepare and submit budget requests for H.S.A. each semester.

f. Shall, upon request, make available all financial records to the general member

g. Shall maintain active and good relations with the Student Body

Treasurer’s Office.

h. Shall maintain active and good relations with the treasurers’ from affiliated organizations.

i. Shall provide treasury-related resources to H.S.A.’s affiliated organizations.

j. Shall coordinate co-sponsorships between H.S.A. and other organizations.

k. Shall oversee the budget for H.S.A. and all of its entities.

F. The Secretary:

a. Shall, in the absence of the President, Vice-President of Operations, Vice-President of Programming, Vice-President of Communications, and Treasurer, have all authority and responsibilities vested in the President.

b. Shall oversee the Secretary Cabinet.

c. Shall be responsible for the taking and/or preparing the minutes of the Executive Board meetings, as well as maintaining those records.

c. Shall be responsible for maintaining a current membership list, attendance list, and Executive Board directory.

d. Shall be required to have a sign-in sheet ready and available throughout the year including co-sponsorships.

e. Shall take the inventory of the H.S.A. property as needed throughout the course of tenure.

f. Shall be responsible for the minutes of joint cabinet meetings unless Cabinet Directors decide otherwise.

g. Shall be responsible for maintaining member eligibility status and be available for questions regarding this information, as needed.

h. Shall be responsible for making a voting membership list for elections and any and all other duties involving the election process regarding membership status.

i. Shall be responsible for submitting all room requests and contracts as per the request of the President and Executive Board.

j. Shall be responsible for creating and maintaining a calendar of H.S.A. meetings and events and publishing it for all members to easily access and see.

G. The Member Leadership Program Fall Executive Director:

a. Shall, in the absence of the President and Vice-President of Operations, Vice-President of Programming, Vice-President of Communications, Treasurer, and the Secretary have all authority and responsibilities vested in the President.

b. Shall oversee the Member Leadership Program Fall Cabinet.

c. Shall organize, develop and run Member Leadership Program: Fall for the entire academic year.

d. Shall be responsible for creating a database tracking Member Leadership Program member’s performance and points in order to determine who will graduate from the program.

H. The Member Leadership Program Spring Executive Director:

a. Shall, in the absence of the President and Vice-President of Operations, Vice-President of Programming, Vice-President of Communications, Treasurer, Secretary, and Member Leadership Program Fall Executive Director, have all authority and responsibilities vested in the President.

b. Shall oversee the Member Leadership Program Spring Cabinet.

c. Shall organize, develop and run Member Leadership Program: Spring for the entire Spring academic semester.

d. Shall be responsible for creating a database tracking Member Leadership Program member’s performance and points in order to determine who will graduate from the program.

I. The Office of Political Affairs Executive Director:

a. The nominee for Office of Political Affairs Executive Director is at the discretion of the President. After the Office of Political Affairs Executive Director nominee is selected, the candidate must be approved by the Executive Board with 2/3rd of the vote.

b. Shall, in the absence of the President, Vice-President of Operations, Vice-President of Programming, Vice-President of Communications, Treasurer, Secretary, and Member Leadership Program Executive Directors, have all authority and responsibilities vested in the President.

c. Shall oversee the Office of Political Affairs Cabinet.

d. Shall ensure the development of legislative priorities for H.S.A..

e. Shall maintain active and good relations with legislators representing Alachua County.

Section 4: Dissolution and Creation of Positions

Committees, Cabinet Positions and Executive Board positions shall only be created or dissolved as deemed necessary by the Executive Board, with a simple majority vote of the executive board and the President’s approval.

Section 5: Vacancies

If the President of the Executive Board is unable to complete their term, the Vice-President of Operations will take their place. All other positions of the Executive Board are to remain constant, unless approved by 2/3rd vote of the Executive Board. Filling the open Vice-President of Operations position is open to membership that meet the requirement of having been an active member of the Executive Board or cabinet for at least one semester.

The process for filling Executive Board vacancies shall be:

a. The Executive Board shall release applications to all members.

b. The Executive Board shall interview all applicants.

c. The Executive Board shall elect the top candidate by a simple majority vote.

Section 6: Removal

A member of the Executive Board shall be removed by a 2/3rd majority vote of the Executive Board for conduct consisting of non-performance of the responsibilities as stated in this constitution or failure to adhere to University compliance regulations. Members have the right to appeal to the Executive Board if they feel a Board member is not following their duties satisfactorily. Members also have the right to submit a written request to remove an Executive Board Member from the Executive Board. This request should state the reasons why they feel the Executive Board Member should be removed and this document should be submitted to the President or Student Organization Advisor, which will then be taken under advisement by the Executive Board.

Section 7: Special Appointments

A. Appointment for the new Office of Political Affairs Executive Director should occur no later than the end of the initial Spring semester of the newly elected Executive Board term.

B. Appointment for the new Hispanic Latinx Student Assembly Executive Director should occur no later than the end of the January of the spring semester prior to their event.

C. Appointments for Cabinet shall be at the discretion of the serving Executive Board.

**ARTICLE VIII: ELECTIONS**

Section 1: Nominations

Nominations shall be taken from the general membership in two rounds during the two meetings prior to the election meeting, after which the nomination period will close.

Section 2: Speech Day

Speech day shall be held the same meeting as Election Day. Candidates running for the presidency will be allowed (5) minutes for speech. All other candidates will be allowed (2.5) minutes. Parliamentary procedure shall be adhered to.

Section 3: Elections

1. Shall be carried out once an academic year and shall take place in March before the end of the spring semester. The Elections shall be carried out with no fewer than 30% of the voting membership present. The Executive Board shall be responsible for specifying the exact date of the Elections. Advanced notice of elections shall be given to the Voting Members no less than (1) week in advance of the nominations, unless it is an Emergency Election.
2. Election Procedures, including but not limited to: the time restriction of candidate speeches and questions; number and time restrictions of the Cons and Pros for the candidates; format of the voting process (i.e. online voting process), will be determined by the current Executive Board with guidance from the General Body Membership, and must be approved by a simple majority vote prior to the first election meeting.
3. Elections procedures will follow Robert’s Rules of Order.

Section 4: Voting

Shall be conducted as follows:

A. Advanced notice for the elections shall be given as stated in the constitution.

a. NO ABSENTEE VOTING WILL BE ALLOWED.

Section 5: Voting Procedures

Ballots shall be obtained by a designated member of the Executive Board who is not running for office. There shall be at least one (1) other proctor to assist with the voting process selected/appointed by the H.S.A. Advisor.

a. The number of ballots to be printed will be determined by the eligible voting membership as determined by the membership point system.

Voting shall be conducted as follows:

a. The voting member will come forward to pick-up a ballot and verify his/her identity with their U.F. student I.D. (i.e. Gator 1 card) and prove his/her voting membership as indicated in Article 11 section 1.

b. Positions up for election shall be voted in order of President, Vice-President of Operations, Vice-President of Programming, Vice-President of Communications, Treasurer, Secretary, Membership Leadership Program Fall Executive Director, and Membership Leadership Program Spring Executive Director.

c. After voting, the member shall place the ballot in a designated box.

d. After all eligible members have voted, two of the proctors will count all ballots and do a final count for each position thereby declaring the winners if a simple majority is reached.

e. Results shall be available to general members.

f. Results shall be posted on the day of elections.

g. ANY runoffs shall be the same day of elections.

h. A runoff shall be held for the top two candidates, of the previous count, if 50% of the votes are not held by one candidate.

i. In the event of a run-off any members who leave the meeting have forfeited their right to vote in the runoff.

j. The candidate who earns a majority of the vote in a runoff shall be declared the winner.

k. In the result of a tie during a runoff, the entire present H.S.A. Executive Board prior to the elections will vote to decide the winner via a majority vote. If no winner is decided by this method, the winner will be decided by a coin flip, with priority given to the first nominee on coin-side choice.

Section 6: Ballots

Ballots shall include the preferred name of the nominee for each position. Ballots shall also include a statement indicating that runoffs, should they occur, will be the day of the election. The ballots shall also be numbered to provide accountability.

Section 7: Eligibility

A. Eligibility for Executive Board: Any University of Florida student shall be eligible to run for office provided that the individual meets the requirements specified by the Student Organization Handbook as well as requirements defined in this constitution.

B. The candidates for President must have held a previous position in the H.S.A. Executive Board for at least one (1) term.

a. If no candidate with previous executive board experience runs, then nominees who have held a cabinet position for at least one term shall qualify to run for President. The candidates for Vice-President of Operations, Vice-President of Programming and Member Leadership Program Executive Director(s) must have held a previous position in the H.S.A. Executive Board or Cabinet for at least one (1) term.

C. A student serving in the H.S.A. Executive Board shall not be allowed to serve in the H.S.C.O. Executive Board at the same time and vice versa.

D. All candidates running for a position on the Executive Board must be eligible to vote at the time of Elections.

E. Cabinet shall include all H.S.A. positions that require appointment, except for the position of Office of Political Affairs Executive Director.

F. Eligibility for Cabinet: Any student is eligible to be a Cabinet member, provided that the individual student meets the requirements specified by the Student Organization Handbook.

**VOTING MEMBERSHIP**

Section 1: Definition of Voting Membership

There are five general categories of programming events considered when establishing voting eligibility. These five categories are: General Body Meetings, Other H.S.A. Programming Events, Hispanic Latinx Heritage Month (HLHM) I.P.D. Events, Member Leadership Program: Fall Committee Events, and Member Leadership Program: Spring Committee Events. Advanced notice of events shall be given to the General Body Membership, no less than (1) week in advance of the scheduled time, in order for it to be considered voter eligible.

Within the General Body Meetings, Other H.S.A. Programming Events, the number of events a member attends will be divided by the total number of events within that same category. Within the Hispanic Latinx Heritage Month I.P.D. Events and Member Leadership Program Fall and Spring Committee Events, the total of events a member attends within that same category will be divided by two (2). This will then account for the five individual sums of attended events across all five individual categories.

These five sums will be added and must accumulate to 80 points, out of a possible total of 400 points, for a member to be eligible to vote. An average of the five sums percentages will not be taken. It will only be a sumation of all categories. Should unforeseen circumstances occur and events do not account for a total of 400 points, a voter must accumulate 20% of the available points to be eligible.

For example:

Student A has attended “2” of “4” H.S.A. General Body Meetings, “1” of “7” H.S.A. Programming Events, “2” of “7” HLHM I.P.D. events, “0” of “4” M.L.P. Fall events, and “2” of “4” M.L.P. Spring events.

This would then translate to Student A having attended 50 points of H.S.A. General Body Meetings, 14 points of H.S.A. Programming Events, 14.5 points (29 points divided by 2) of HLHM I.P.D. events, 0 points of M.L.P. Fall events (0 points divided by 0), and 25 points (50 points divided by 2) of M.L.P. Spring events.

To determine Student A’s voting eligibility, we would then add all the percentage numbers together: 50 + 14 + 14 + 0 + 25 = 103 points.

In this scenario, Student A would be considered an eligible voting member since their 103 points is higher than the minimum of 80 points.

Any event that was not advertised to the general body of the H.S.A. at least one week in advance cannot count towards attendance.

\*General Meetings shall be defined as all regularly scheduled general body meetings, including the nomination and election meetings for that particular election.

Section 2: Appeals to the Secretary for Voting Membership

In the case a H.S.A. member, for any unforeseen circumstances, cannot reach the minimum attendance percentage necessary to be considered a voting member, an appeal form, created by the Secretary, must be submitted two weeks prior to when voting membership consideration is needed.

Section 3: Membership Responsibilities

The H.S.A. voting membership will elect the Executive Board in compliance with the provisions of this constitution.

Section 4: Membership Term

The H.S.A. general membership will be by academic year. Members are free to leave or dissociate without fear of retribution or harassment.

A. At the end of each membership term all membership point totals and voting eligibility status shall be reset.

**ARTICLE IX: FINANCE**

H.S.A. will apply for Student Government funding to cover programming, operations, advertising, and travel expenses. H.S.A. will not require membership dues. However, it will raise funds through corporate and student-led fundraising efforts that follow Student Organization Handbook requirements and accommodate any and all University restrictions.

**ARTICLE X. DISSOLUTION OF ORGANIZATION**

Section 1: Dissolution

The association may be dissolved at any time by vote of two-third (2/3) of voting members at a meeting called for that purpose.

Section 2: Distribution of Assets

At dissolution all monies received from Student Government, after all debts incurred prior and during dissolution have been paid, must be delivered by the Treasurer of the H.S.A. to the Treasurer of Student Government within (3) school days.

**ARTICLE XI: BYLAWS FOR THE HISPANIC STUDENT ASSOCIATION**

The Hispanic Student Association may elect to maintain separate bylaws document to outline the day to day operations of the organixation 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). The Hispanic 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 XII: AMENDMENTS TO CONSTITUTION**

Section 1: Amendments

This constitution may be altered or amended after a committee of two or more interested eligible voting members, as defined in our bylaws, have drafted the desired revision(s). These revisions would then be presented to the Executive Board for consideration. If the revision(s) is passed with a simple majority by the Executive Board, the revision(s) will be presented to the general membership at the next general body meeting. Approval would be determined by paper ballot of the simple majority of eligible voting members in attendance at that General Body Meeting. Under circumstances laid out in Article 12 where paper ballot is not applicable, procedures should be followed as detailed in the stated section of the Constitution.The amended constitution must immediately be submitted to the Department of Student Activities and Involvement for review and approval. The amendments will not go into effect until approval is received from Department of Student Activities and Involvement.

**Unforeseen Circumstances**

Unforeseen circumstances shall be defined as any circumstance that could potentially put any membership at risk in but not limited to health or safety. Precautions may be applied to events/programming, election processes, Constitutional amendments, removals, or any other action that is inherent to the operations of the H.S.A. Article XII on unforeseen circumstances are only applicable in the event of a widespread circumstance that disallows students and/or membership from meeting in-person for an extended period of time. If there is an opportunity to reschedule the event without further complication at a future date, all efforts to postpone must be put into action.

In the event of an unforeseen circumstance, the H.S.A. Executive Board is required to follow all eligibility and quorum procedures but reserves the right to make changes to the implementation of said procedures of operation laid out in the Constitution in order to protect the health and safety of membership (i.e. holding elections and voting virtually). New procedures must be proposed by the President and receive an approval of a 2/3rd vote of the residing Executive Board.

Last updated: March 2023