**Official Constitution**

**Italian Student Association**

ARTICLE I

**Name of Organization**

**Section 1.** The name of this organization shall be: ***Italian Student Association*** and shall be referred to as ***ITSA***. This organization is located at the *University of Florida* in Gainesville, FL.

ARTICLE II

 **Purpose Statement**

**Section 1.** The purpose of Italian Student Association shall be for improving Italian language fluency, developing cultural interaction and awareness, and fostering relationships between students of beginning and higher levels of Italian.

ARTICLE II.1

**Our Mission**

**Section 1.** The Italian Student Association is a cultural organization which seeks to promote the Italian culture and language on campus through fun activities, games and socials. The ITSA community welcomes every student and faculty, regardless of their Italian heritage and/or knowledge of the Italian language.

ARTICLE III

**Compliance Statement**

Upon approval by the Department of Student Activities and Involvement, Italian Student Association shall be a registered student organization at the University of Florida. Italian 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

**University Regulations**

**Section A.** Non-Discrimination

ITSA 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

ITSA 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

ITSA 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 ITSA 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

ITSA 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 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

**Faculty Advisor**

**Section 1.** The faculty advisor of the Italian Student Association will serve as a resource person and provide advisory support for the officers and members of this organization. The faculty advisor may attend executive and general meetings; however, the faculty advisor may not vote in the organization’s matters. The faculty advisor, however, is allowed to appoint executive members should the organization be unable to maintain a vote. The faculty advisor will remain in office until desired or if a unanimous vote by the executive board occurs. If a new advisor is needed, the President of ITSA will contact the Department Chair of Italian Studies for possible candidates and then proceed with asking the selected candidate to be the ITSA sponsor.

ARTICLE VII

**Officers**

**Section 1.** The Executive Board of ITSA shall consist of: the President, the Vice President, the Treasurer, the Secretary, and the Historian.

**Section 2.** Duties:

A. President. The President shall be the executive head and shall preside over its meetings and shall have the power to call special meetings when considered necessary. Duties include making all major decisions for the organization. Duties include planning and organizing events, working with the *Vice President.*

B. Vice President. The Vice President shall assist in the performance of the President's duties and shall succeed to those powers and duties in their absence. Vice President shall be responsible for the recruitment of prospective members. Duties include organizing tabling events in the beginning of each semester and events/socials for the members of ITSA. Duties also include finding venues and creating a calendar for members to be informed. The Vice President shall also work alongside the *Treasurer* by partnering with local companies to raise funds to have consistent events throughout the semester.

C. Treasurer. The Treasurer should attend a mandatory training provided by UF at the beginning of every semester. The Treasurer shall receive and account for all funds that come into the organization. Duties include assisting in the preparation of a statement of estimated receipts and expenditures for the semester.

1. Secretary. The Secretary shall keep an official record of all ITSA meetings and participation in any other activities. Duties include general record keeping members informed of all upcoming meetings and events via email. The Secretary should send minutes to all members after each meeting. She should maintain the roaster of Gator-Connect up to date.
2. Historian. The Historian shall keep accurate records of all ITSA events and activities. Duties include taking attendance at all events.

All officers may be involved in updating the websites for ITSA for all members and potential members to have an accurate way to contact the organization and to be informed. All officers may be responsible for posting on social media and creating Facebook events.

**Section 3.** The ***Secretary*** shall record the results of all elections and shall enter the information in the Minutes of the meeting conducted to hold the election. Election of members shall be by consensus of members present. Any discrepancy shall result in a null and void vote requiring a new vote. Any member may abstain from casting a vote if they so desire.

**Section 4.** Elected officers shall serve for a term of 1 year, commencing on the date of their election and shall hold said position until such time as new elections are conducted. Elections shall be conducted during the final scheduled meeting of ITSA in the Spring semester.

**Section 5.**  If a member of the ***Executive Board*** of ITSA is accused of misconduct, the matter must be formally brought to the board's attention and addressed to the officer first. There may be an opportunity to rectify the situation before taking a public vote. To impeach an officer, a Majority vote (50% + 1) is required.

**Section 6.**  In the event of a vacancy during the current semester, the ***Executive Board*** of ITSA shall be responsible for replacing an individual. All officers shall have the right to place an individual’s name in the nomination and shall express to all other officers why said individual is being nominated. The decision shall be made by the ITSA sponsor with the advising consent of current officers.

**Section 7**. It shall be the responsibility of all outgoing officers of this organization to personally give to their successors all written materials, records, reports, and assets pertaining to the conduct and duties of their respective office and to personally instruct their successors in the proper administration of that office. All written information shall be retained for a minimum of two (2) years.

ARTICLE VIII

**Elections**

**Section 1.** The voting for the new Executive Board shall be conducted by the ***Secretary*** and will ensure that the proper procedures are followed. Elections will proceed as follow:

- The ***Secretary*** will describe all the E-board positions so that all members know what is expected of the role and can choose the one most suited to them.

- Nominees will be elected by raising of hand by all the members of the organization. Every member can nominate someone for any position. Only active members (those who attend at least 5 meetings per semester) may be nominated to run in the elections.

- One by one, every nominee will be asked to introduce themselves and briefly explain why they want to run for a certain position. The nominee will then be asked to step outside, and the rest of the members will vote. Majority (50% +1) is required to win.

-Run-off procedure will be carried out for voting, in case of a tie, the two candidates with the majority of votes will be allowed to give a final speech and voting will be done, if a tie happens again, then the executive board will make a final decision based on the member’s activity in the past semester.

- Upon completion of voting and tabulation of results by the ***President, Vice President, and Secretary***, the current ***President*** shall announce the results to all members of ITSA and the new officer(s) shall immediately assume the duties of the position to which they have been elected.

-Elections for the following academic year will take place during the last ITSA meeting of Spring semester.

ARTICLE IX

**Finance**

**Section 1.** Italian Student Association will not require membership dues. However, should the executive board see fit the need for fundraising, then fundraising events will be held and members will be expected to help in these activities. Furthermore, should funding with VISA end, the treasurer may implement an annual fee of $10-$20, which will keep into account all members and therefore be a fee possible for all members. This is only the case if funding from VISA is terminated.

ARTICLE X

**Dissolution of Organization**

**Section 1.** In the event this organization dissolves, all monies left in the treasury, after outstanding debts and claims have been paid, shall be donated to “Unicef Italy”.

Article XI

**Bylaws for ITSA**

ITSA may elect to maintain a separate bylaws document to outline the day-to-day operations of the organization and to clarify policies and procedures otherwise not included in the previous articles. Bylaws and/or other guiding documents may not take precedence over the requirements sent forth by local, state, and federal laws, the university of Florida’s regulations, policies, and procedures, and the SAI constitution requirements. Amendments and changes may be made to the bylaws and shall be consistent with the SAI approved constitution on file and SAI’s constitution requirements. Should the organization transition leadership, all bylaws and guiding documents will be transitioned to new student organization leaders and/or advisor(s). ITSA 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.** Active members can propose amendments to the constitution. The proposed amendment(s) shall be submitted in writing according to the following procedures:

- Proposed amendment(s) shall be submitted to the ***President*** no less than fourteen (14) days prior to a scheduled meeting.

- In the event an amendment is of an emergency nature, the ***President*** may call a special meeting to meet with the Executive Board.

- Proposed amendment(s) shall be in writing and will detail sufficient reason(s) for amendment(s)

- Proposed amendment(s) shall be submitted by the ***President*** to all members at the next scheduled meeting. Individual(s) seeking the amendment shall be given the opportunity to express their rationale(s) during the scheduled meeting.

- Adoption of proposed amendment(s) shall require a majority vote of all members present.

- If adopted, the amendment(s) shall take effect upon adjournment of the Meeting

- ***Secretary*** shall include amendment(s) in the Bylaws

- Amendments are subject to final approval by the Department of Student Activities and Involvement.

- Majority of vote (50%+1) is required to make any change to the constitution.