Pre Physician Assistant Association Constitution

**ARTICLE I. NAME OF ORGANIZATION**

The name of this organization is “Pre Physician Assistant Association”. This organization will utilize the acronym “PPAA” in all publicity materials and correspondence.

**ARTICLE II. ORGANIZATION AFFILIATION**

As outlined in the RSO Classification Policy, Pre-Physician Assistant Association 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 primary purpose of this organization is to educate UF students about the profession of physician assistant, the process of applying and being admitted into physician assistant school, and volunteering/shadowing opportunities available to students. This will be accomplished through educational workshops, academic speakers, and presentations offered by physician assistants, faculty members, and current physician assistant students. In addition, health related philanthropic events will be incorporated into the organization to spread awareness about the physician assistant profession. This organization is not affiliated nor associated to any group or national organization.

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

Upon approval by the Department of Student Engagement, Pre-Physician Assistant Association shall be a registered student organization at the University of Florida. Pre-Physician Assistant 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.

Section A. Non-Discrimination

Pre-Physician Assistant 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

Pre-Physician Assistant 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

Pre-Physician Assistant 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 Pre-Physician Assistant 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

Pre-Physician Assistant Associationunderstands, 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. BYLAWS FOR Pre-Physician Assistant Association**

Pre-Physician Assistant 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). Pre-Physician Assistant 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 office of Faculty Advisor is to be filled by a full time employee of the University of Florida. The faculty advisor should be one whose ideals are aligned with the organization’s purpose and who is willing to serve as a source of information and advice for both officers and members of the organization. The faculty advisor is welcome to, but not required to, attend any officer or member meetings; however, he or she may not vote in any Pre-Physician Assistant Association matters. The faculty advisor shall be nominated by the president and confirmed by a majority vote of the officers. In the case that the members are dissatisfied with the officers’ selection, they may present their dissatisfaction at any members meeting at any time during the year. At this time, the members must present another candidate for the position to be voted on. The majority vote of the members and officers combined will win. If not voted out of office by the process previously described, the faculty advisor will serve until he or she wishes to resign. A faculty advisor may only resign at the end of the spring term and must give the president notice that he or she is planning to do so. At this time, a replacement will be nominated by the president and confirmed by a majority vote of the officers.

**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://hub.policy.ufl.edu/s/article/RSO-Classification-Officer-Eligibility).

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

Section A: The officers of the organization shall be: President, Vice President, Treasurer, Secretary, Service Chair, Social Chair, and Public Relations Chair

Part 1: The President shall preside at all meetings of the organization, coordinate the work of the officers and committees and ensure smooth functioning and organization of PPAA.

Part 2: The Vice President shall assist the President with any necessary duties, assume Presidential responsibilities during an absence of the President, assist in running elections, and take role at all officer meetings. The Vice President will take over the role of the President in the event that the President resigns. If the Vice President declines to take the position, a new President will be elected by voting members.

Part 3: The duties of the Treasurer shall consist of applying for funding, keeping an accurate record of receipts and expenditures, ordering apparel, organizing money raised in fundraisers and service events, and reporting financial matters to the officers at all officer meetings. The Treasurer shall notify the officers of the budget before and after all deposits and withdrawals.

Part 4: The primary duty of the Secretary shall be to record, keep, and make available copies of the minutes at every officer and general body meeting. In addition, the Secretary shall keep record of all attendance at general body and officer meetings, and assist with other duties as may be delegated.

Part 5: The Public Relations Chair shall be responsible for recruiting members and organizing and distributing PPAA promotions/advertisements for meetings, fundraising events, and service events.

Part 6: The Social Chair shall be responsible shall be responsible for planning and organizing social events throughout the year. He/She shall work in joint with the Public Relations Chair in regards to promoting such events. He/She shall accommodate the club’s needs and size, making appointment for said events, informing the club of details about events, making suggestions to the president to improve the club, and various other tasks.

Part 7: The Volunteer Chair shall be responsible for planning and organizing community service events throughout the year. He/She shall work in joint with the Public Relations Chair in regards to promoting such events. He/She shall accommodate the club’s needs and size, making appointment for said events, informing the club of details about events, making suggestions to the president to improve the club, and various other tasks.

Section B: Officers shall assume their official duties at the close of the last general meeting of the academic year. Officers shall serve until the end of the successive academic year at which time they must be re-nominated and reelected in order to serve an additional term. There is no limit to the number of terms which an officer can serve.

Section C: Any officer of the Pre-Physician Assistant Association may be removed from office through the following process:

Part 1: A written request by at least three voting members of the organization shall be submitted to the President. Written notification shall be sent to the officer in question asking that officer to be present at the next meeting and prepared to respond to the removal request.

Part 2: A two thirds majority vote of members present is necessary to remove the officer.

Part 3: In the event of the removal of an officer, a special provision may be granted to the remaining officers to appoint an interim replacement until an election may be held.

**ARTICLE IX. ELECTIONS**

Elections of new officers will take place annually in mid Spring semester (March). Any individual who qualifies as an active status member, is a rising Junior, and upholds the minimum requirements dictated by the Student Engagement can run for elections. Members who are interested in running for office must submit a supplied officer application to the Vice President that includes member information and a brief statement explaining the individual’s intent to run and qualities that would make them an outstanding leader. Following the collection of applications, the current officers will review all applications and set up interviews which each applicant. Officers will then vote using an anonymous written ballot for each position based off of the applications and interviews. Majority vote among the officers will determine which applicants will be elected the position. In the event of a tie, the faculty advisor will be asked to vote. If an officer decides to step down from office, another officer, as appointed by the other officers, will temporarily fill the position. The members will be notified about the vacancy and any eligible member willing to fill the office will be able to submit his name to the officers for nomination. If there is more than one candidate, the position will be voted on at the next general body meeting. Majority vote by the members will decide who fills the vacant position. Voting procedures shall be the same as those for normal elections stated above.

In the absence of clear direction on election, amendment, and /or voting procedures, Pre-Physician Assistant Association 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, Pre-Physician Assistant Association does not receive any funding or resources from other UF Departments or Colleges, rather, this organization is funded by:

Pre-Physician Assistant Association will not require membership dues; however, it will raise funds through fundraiser activities for apparel, promotions, and any other organizational matters. Members are expected to participate in these fundraising activities. Pre-Physician Assistant Association will also apply for Student Government funding.

**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, Pre-Physician Assistant Association will leave any assets and outstanding funds to The St. Jude Children’s Hospital.

**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.

Amendments to this Constitution may be suggested by any full member of the organization. The suggested amendment must be formally presented at any of the scheduled members meetings. The amendment will be passed by a two thirds majority vote.

All amended constitutions must be submitted directly to Student Engagement for review and approval.