

HISPANIC COMMUNICATORS ASSOCIATION  
*Constitution*  
Revised February 27, 2014

**ARTICLE I. NAME OF ORGANIZATION**

The name of this organization is Hispanic Communicators Association. This organization will utilize the acronym HCA in all publicity materials, correspondence and social media. Hispanic Communicators Association is a suborganization of the Hispanic Student Association and is primarily affiliated with the College of Journalism and Communications at the University of Florida, located in Gainesville, Florida. The website of the College of Journalism and Communications at the University of Florida is [www.jou.ufl.edu](http://www.jou.ufl.edu). The official Facebook page of the Hispanic Communicators Association is [www.facebook.com/UFHCA](http://www.facebook.com/UFHCA). The official twitter page of the Hispanic Communicators Association is [www.twitter.com/UFHCA](http://www.twitter.com/UFHCA).

**ARTICLE II. PURPOSE STATEMENT**

The Hispanic Communicators Association (HCA) at the University of Florida College of Journalism and Communications serves Hispanic-Latino college students studying journalism, telecommunications, advertising and public relations. HCA welcomes all majors and all students.

The purpose of the Hispanic Communicators Association (HCA) at the University of Florida College of Journalism and Communications is to serve Hispanic/Latino college students studying journalism, telecommunications, advertising and public relations. The Hispanic Communicators Association welcomes all majors and all students. The Hispanic Communicators Association was established as a resource for all students to promote cultural understanding and ethical practice of the media industry. The Hispanic Communicators Association provides guidance in academic excellence and leadership. HCA promotes professional opportunities for Hispanics/Latinos and all students in the journalism and communications industry. HCA hosts workshops, seminars and events with professionals in the media industry and experienced students to provide career development opportunities. HCA assists students with scholarship, internship and job findings and resume building. HCA explores and encourages media innovation and academic research in the journalism and communications industry. HCA empowers all students to enter the English and Spanish media industry, and welcomes students of all walks interested. HCA provides its members platforms of hands-on media experience within the organization. HCA helps its members build their professional portfolios by helping them gain hands-on experience with radio, TV, newspaper, magazine, online media, social media and all media outlets.

**ARTICLE III. COMPLIANCE STATEMENT**

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

Hispanic Communicators 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.

**Section B. Sexual Harassment**

Hispanic Communicators Association agrees that it will not engage in any activity that is unwelcome conduct of sexual harassment (which could include inappropriate sexual comments), sexual misconduct, dating violence, domestic violence, and stalking

**Section C. Hazing**

Hispanic Communicators 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.

**Section D. Responsibility to Report**

If this organization becomes aware of any such conduct described in this article, Hispanic Communicators Association will report it immediately to Student Activities and Involvement, the Director of Student Conduct and Conflict Resolution, or the University's Title IX Coordinator.

## 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 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. OFFICERS

**Section A:** The elected officers of Hispanic Communicators Association shall be President, Vice President, Secretary, Treasurer, Director of Public Relations, Marketing Director and Director of Social Media.

Part 1: The **President** is responsible for creating a team spirit within HCA. The president is responsible for establishing an organized way of communication between the executive board officers. The president plans every event and meeting along with the executive board. The president makes sure every step is met in every project, event, workshop or plan. The president hosts the executive board meetings, events, workshops and seminars with the help of the executive board. The president emphasizes professionalism, family, unity and teamwork within every meeting and event. The president is the official representative and contact person for the Hispanic Communicators Association. The president must consider all executive board officers before making a decision, but may make an executive decision if needed. The president is responsible for keeping track of the official HCA President email and helps keeps track of the main HCA account email. The president is responsible for maintaining a connection with other organizations in the College of Journalism and Communications at the University of Florida. The president is responsible for maintaining a connection with the Hispanic Student Association, its suborganizations and other organizations at the University of Florida.

Part 2: The **Vice President** is responsible for maintain a team spirit within HCA. The vice president helps the president plan and host all of the executive board meetings. The vice president helps the president plan all the events, workshops, seminars and meetings along with the executive board. The vice president helps the president make sure every step is met in every project, event, workshop or plan. The vice president hosts the executive board meetings, events, workshops and seminars with the help of the executive board, if the president is not available. The vice president helps the president make final decisions. The vice president is the official representative and contact person for the Hispanic Communicators Association when the president is not available. The vice president must consider all executive board officers before making a decision, but may make an executive decision if the president is not available. The vice president is responsible for keeping track of the official HCA Vice President email and helps keeps track of the main HCA account email. The vice president is responsible for helping the president maintain a connection with other organizations in the College of Journalism and Communications at the University of Florida. The vice president is responsible for helping the president maintain a connection with the Hispanic Student Association, its suborganizations and other organizations at the University of Florida.

Part 3: The **Secretary** is responsible for establishing an organized way of communication between the Hispanic Communicators Association and its members. The secretary is responsible for keeping track of all its members and collecting their contact information in digital form. The secretary is responsible for creating and keeping up to date email list serves of its active members on the official HCA email account. The secretary is responsible for keeping track of member attendance in all events and meetings. The secretary is responsible for taking minutes at all events and meetings. The secretary is responsible for booking and reserving all rooms and facilities for events and meetings. The secretary is responsible for sending out all emails to HCA members about meetings, events, miscellaneous information and reminders. The secretary is responsible for. The secretary helps the executive board plan all the events, workshops, seminars and meetings. The secretary helps the executive board makes sure every step is met in every project, event, workshop or plan. The secretary hosts the executive board meetings, events, workshops and seminars with the help of the executive board, if the president or the vice president is not available. The secretary helps the vice president make final decisions when the president is not available. The secretary is the official representative and contact person for the Hispanic Communicators Association when the president and vice president are not available. The secretary must consider all executive board officers before making a decision, but may make an executive decision if the president or vice president is not available. The secretary is responsible for keeping track of the official HCA Secretary email and helps keeps track of the main HCA account email. The secretary is responsible for helping the executive board maintain a connection with other organizations in the College of Journalism and Communications at the University of Florida. The secretary is responsible for helping the executive board maintain a connection with the Hispanic Student Association, its suborganizations and other organizations at the University of Florida.

Part 4: The **Treasurer** is responsible for keeping track of all the finances of the Hispanic Student Association. The treasurer is responsible for attending all mandatory training sessions with Student Government. The treasurer is responsible for keeping track of the budget provided by the Hispanic Student Association under Student Government. The treasurer is responsible for planning the usage of the budget along with the executive board. The treasurer is responsible for keeping all receipts and documentation of all transactions made by HCA. The treasurer is responsible for making all transactions on behalf of HCA. The treasurer is responsible for keeping the executive board and HCA members uptodate with the budget and transactions. The treasurer is responsible for finding sponsors when needed for events, publications or whenever necessary along with the director

of public relations. The treasurer helps the executive board plan all the events, workshops, seminars and meetings. The treasurer helps the executive board make sure every step is met in every project, event, workshop or plan. The treasurer hosts the executive board meetings, events, workshops and seminars with the help of the executive board, if the president, vice president and secretary are not available. The treasurer helps the secretary make final decisions when the president and vice president are not available. The treasurer is the official representative and contact person for the Hispanic Communicators Association when the president, vice president and secretary are not available. The treasurer must consider all executive board officers before making a decision, but may make an executive decision if the president, vice president and secretary are not available. The treasurer is responsible for keeping track of the official HCA treasurer email and helps keeps track of the main HCA account email. The treasurer is responsible for helping the executive board maintain a connection with other organizations in the College of Journalism and Communications at the University of Florida. The treasurer is responsible for helping the executive board maintain a connection with the Hispanic Student Association, its suborganizations and other organizations at the University of Florida.

Part 5: The **Director of Public Relations** is responsible for planning who the speakers will be for workshops, seminars and events beneficial to HCA members. The director of public relations is responsible for contacting the speakers and arranging their participation with HCA. The director of public relations is responsible for contacting professionals in the media, experienced students, faculty, staff and any supporters willing to help HCA with its purpose. The director of public relations is responsible for finding sponsors when needed for events, publications or whenever necessary along with the treasurer. The director of public relations is responsible for creating official HCA email templates for speakers, sponsors and supporters. The director of public relations is the official face and voice for the members of the Hispanic Communicators Association. The director of public relations helps the executive board plan all the events, workshops, seminars and meetings. The director of public relations helps the executive board makes sure every step is met in every project, event, workshop or plan. The director of public relations hosts the executive board meetings, events, workshops and seminars with the help of the executive board, if the president, vice president, secretary and treasurer are not available. The director of public relations helps the treasurer make final decisions when the president, vice president and secretary are not available. The director of public relations is the official representative and contact person for the Hispanic Communicators Association when the president, vice president, secretary and treasurer are not available. The director of public relations must consider all executive board officers before making a decision, but may make an executive decision if the president, vice president, secretary and treasurer are not available. The director of public relations is responsible for keeping track of the official HCA director of public relations email and helps keeps track of the main HCA account email. The director of public relations is responsible for helping the executive board maintain a connection with other organizations in the College of Journalism and Communications at the University of Florida. The director of public relations is responsible for helping the executive board maintain a connection with the Hispanic Student Association, its suborganizations and other organizations at the University of Florida.

Part 6: The **Marketing Director** is responsible for creating all promotional items for HCA. The marketing director is responsible for creating flyers for every event. The marketing director is responsible for planning the passing of flyers to students. The marketing director is responsible for advertising every meeting and event at the University of Florida. The marketing director is responsible for posting posters about every event at the University of Florida, specifically Weimer Hall, the building for the college of journalism and communications. The marketing director is responsible for creating digital versions of every flyer for social media usage. The marketing director is responsible for creating all graphics used on social media. The marketing director is responsible for planning and finding promotional items for HCA. Promotional items can include pens, shirts, banners, notepads, postits, water bottles or any HCA souvenirs that can be of help to HCA members. Promotional items should be ready to be given away at tabling events and any event. The marketing director is responsible for safeguarding all promotional items. The marketing director is responsible for keeping track of all promotional items.

The marketing director helps the executive board plan all the events, workshops, seminars and meetings. The marketing director helps the executive board makes sure every step is met in every project, event, workshop or plan. The marketing director hosts the executive board meetings, events, workshops and seminars with the help of the executive board, if the president, vice president, secretary, treasurer and director of public relations are not available. The marketing director helps the director of public relations make final decisions when the president, vice president and secretary and treasurer are not available. The marketing director is the official representative and contact person for the Hispanic Communicators Association when the president, vice president, secretary, treasurer and director of public relations are not available. The marketing director must consider all executive board officers before making a decision, but may make an executive decision if the president, vice president, secretary, treasurer and director of public relations are not available. The marketing director is responsible for keeping track of the official HCA marketing director email and helps keeps track of the main HCA account email. The marketing director is responsible for helping the executive board maintain a connection with other organizations in the College of Journalism and Communications at the University of Florida. The marketing director is responsible for helping the executive board maintain a connection with the Hispanic Student Association, its suborganizations and other organizations at the University of Florida.

Part 7: The **Director of Social Media** is responsible for maintaining an active HCA presence on every media outlet. The director of social media is responsible for keeping all social media up to date. The director of social media is responsible for sharing on every social media outlet about every meeting and event. The director of social media is responsible for sharing on all media outlets scholarship, job and internship job opportunities for all HCA members. The director of social media is responsible for sending the HCA email list serve about scholarship, job and internship job opportunities. The director of social media is responsible for taking pictures and video at all meetings and events. The director of social media is responsible for creating photo albums on all media outlets. The director of social media is responsible for creating videos featured on all media outlets, meetings and events. The director of social media is responsible for interacting with members on all social media outlets. The director of social media is the official face and voice for the members of the Hispanic Communicators Association on all social media outlets. The director of social media helps the executive board plan all the events, workshops, seminars and meetings. The director of social media helps the executive board make sure every step is met in every project, event, workshop or plan. The director of social media hosts the executive board meetings, events, workshops and seminars with the help of the executive board, if the president, vice president, secretary, treasurer and marketing director are not available. The director of social media helps the marketing director make final decisions when the president, vice president and secretary, treasurer and director of public relations are not available. The director of social media is the official representative and contact person for the Hispanic Communicators Association when the president, vice president, secretary, treasurer, director of public relations and marketing director are not available. The director of social media must consider all executive board officers before making a decision, but may make an executive decision if the president, vice president, secretary, treasurer, director of public relations and marketing director are not available. The director of social media is responsible for keeping track of the official HCA director of social media email and helps keep track of the main HCA account email. The director of social media is responsible for helping the executive board maintain a connection with other organizations in the College of Journalism and Communications at the University of Florida. The director of social media is responsible for helping the executive board maintain a connection with the Hispanic Student Association, its sub-organizations and other organizations at the University of Florida.

Section B: The executive board members are required to commit to their roles in the Hispanic Communicators Association. Officers shall assume their official duties at the close of the academic year of the last general meeting of the academic year they were elected. Officers shall serve for a term of one academic year and/or until their successors are elected or appointed. Officers, elected or appointed, are required to attend all executive board meetings and general body meetings and events during the academic year of their term. Officers are required to attend all socials, community service and fundraising events. All meetings and events are mandatory. Absence is only excusable under extreme circumstances. Absence to events and meetings must be notified in advance to the president and vice president. Failure to attend meetings and events consistently may result in removal from office. Failure to fulfill duties will result in removal from office.

Section C: Any officer of Hispanic Communicators Association may be removed from office through the following process:

Part 1: A written request by at least three members of the organization shall be submitted to either the President, Vice President, or Treasurer. 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 VII. ELECTIONS**

The executive board positions are to be elected or appointed by official HCA members. Nominations for all officers will take place annually from the members starting in January. Any member may nominate any other member, including himself or herself. Nominations may also be made during the election meeting prior to close of nominations. Voting will occur by secret ballot and a simple majority vote is required to elect an officer. If there are more than two candidates running and no candidate receives a majority vote, there shall be a runoff vote between the top two recipients at the next general meeting. No person shall be eligible to serve more than two consecutive terms in the same office. However, executive board officers may be elected for other positions indefinitely. No person shall be eligible to serve more than two years in the same office. Elections should take place in late March to early April to allow for turnover between old and new board.

## **ARTICLE VIII. Student Organization Advisor**

The student organization advisor shall serve as a resource person and provide advisory support for the officers and members of the organization. The student organization advisor should attend executive and general meetings; however, the student organization advisor may not vote in any Hispanic Communicators Association matters. The student organization advisor shall be nominated by the officers and confirmed by a majority of the members. The student organization advisor shall have an unlimited term until his or her resign.

In the event that the student organization advisor is unable to continue in their position, officers may nominate a replacement at anytime, to be confirmed by a majority vote of the members.

#### **ARTICLE IX. FINANCE**

Hispanic Communicators Association will not require membership dues. HCA will raise funds through fundraising events to pay for speakers' travels, food for events, promotional items and any extra funding needed for the production and distribution of HCA publications. Members are expected to participate in HCA fundraising activities. The Hispanic Communicators Association will also apply for Student Government funding through its suborganization affiliation to the Hispanic Student Association.

#### **ARTICLE X. DISSOLUTION OF ORGANIZATION**

In the event the Hispanic Communicators Association dissolves, all monies left in the treasury, after outstanding debts and claims have been paid, shall be returned to Student Government Finance.

#### **ARTICLE XI. AMENDMENTS TO CONSTITUTION**

This constitution may be amended at a general body meeting if proposed by any member of Hispanic Communicators Association by a two thirds vote of the members present and voting, provided that notice of the proposed amendment was given at the previous meeting. Amended constitutions must be sent directly to the Department of Student Activities and Involvement for final review and approval.