

University of Florida
Unión de Estudiantes Puertorriqueños Activos (UEPA)
Constitution

ARTICLE I. NAME OF ORGANIZATION

The name of this organization is Unión de Estudiantes Puertorriqueños Activos. The organization also goes by the acronym UEPA which will be utilized in publicity. UEPA is an affiliate organization of the Hispanic Student Association (HSA) operating on the University of Florida campus.

ARTICLE II. PURPOSE STATEMENT

UEPA was founded to unite the Puerto Rican population on the University of Florida campus, to spread knowledge of, teach about, and celebrate the Puerto Rican culture with both students of Puerto Rican descent and the rest of the University of Florida students, and to give those students a chance to meet others who share similar interests in the Puerto Rican culture.

ARTICLE III. COMPLIANCE STATEMENT

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

UEPA 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

UEPA agrees that it will not engage in any activity that is unwelcome conduct of sexual nature that creates a hostile environment.

Section C. Hazing

UEPA 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, UEPA 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. Elected Titles and Duties

The elected officers of UEPA shall include a President, Vice President, Treasurer, Secretary, Public Relations Director and Head Liaison. Elected officers are only allowed to hold one officer position at a time. All elected officers retain the right to vote for succeeding elected officers. Any elected officer may be re-elected and must be re-elected at the end of the Spring semester in order to retain the position the following year. Elected officers may not reappoint themselves.

Elections are held at the end of the Spring semester. All members (i.e. elected officers, appointed officers, and general body members) in attendance during the last general body meeting of the Spring semester will cast votes for officer positions. The nominee with the most votes will be granted that position. If a tie occurs, a re-vote shall occur. If the re-vote results in another tie, the elected officers and appointed officers of the current year will vote.

The President shall:

- Supervise and coordinate the activities of the organization.
- Preside over all meetings and call all meetings to order.
- Be one of two signers on financial documents.
- Ensure all officers are performing their duties as defined in this Constitution.

The Vice President shall:

- Assist the President in his/her duties.
- Assumes the President's responsibilities in his/her absence.
- Keep accurate records of all meetings in the Secretary's absence.

The Treasurer shall:

- Keep an accurate account of all funds received and expended.
- Be one of two signers on financial documents.
- Be responsible for creating budget reports at the beginning of each Fall and Spring semester and as requested by the President, Vice President, and/or UF faculty/staff advisor.

The Secretary shall:

- Be responsible for keeping track of all documents related to the sub-organization,

- updating the listserv and all e-mail communication with members and directors.
- In charge of taking attendance, creating presentation documents and keeping accurate meeting records.
 - Maintain accurate list of members and their contact information.
 - Prepare ballots for elections.
 - Keep copy of constitution and have the document available for members

The Public Relations Director shall:

- Manage and update all social media accounts including Facebook and Instagram
- Preside over creation of graphics and ordering of marketing materials, such as banners and t-shirts.
- Create and publish all sub-organization events on social media.

The Head Liaison shall:

- Initiate and maintain all communication with other sub-organizations and the HSA executive board.
- Provide outreach through tabling and in-person marketing efforts.

Section B. Appointed Titles and Duties

The appointed officers of UEPA shall include, but not be limited to, the members of the the Puerto Rican Advocacy Group, Event Management Committee, Communications Committee, and Liaisons Committee. Appointed officers are only allowed to hold one officer position at a time. All appointed officers retain the right to vote for succeeding elected officers. Any appointed officer may be re-appointed and must be re-appointed at the end of the Spring semester in order to retain the position the following year. Appointed officers may not reappoint themselves.

The Puerto Rican Advocacy Group shall work under the supervision of the President.

The Event Management Committee shall work under the supervision of the Vice-President.

The Communications Committee shall work under the supervision of the Public Relations Director.

The Liaisons Committee shall work under the supervision of the Head Liaisons.

Section C. Term of Office

The length of office shall be no longer than one academic year. Newly elected officers shall take office immediately after their election and their term will end once new officers are elected in the following Spring semester. Officers may run for re-election.

Section D. Vacancies

Part 1 - Removal of Officers

Any officer may be removed from office upon a 2/3 majority vote of eligible members. The officer will be notified in writing of the possible termination or removal at least 72 hours prior to the vote and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal.

Part 2 - Resignation

Officers no longer wishing to serve on the board must submit their resignation to the President at least two (2) weeks in advance. Prior to the officers final day he/she shall provide all documents relating to the organization and brief his/her replacement of current projects in his/her care.

Part 3 - Filling Vacant Officer Positions

In the event of resignation, officer ineligibility, impeachment, or similar occurrence, a special provision may be granted to the remaining officers to appoint an interim replacement until an election may be held. The newly elected officer's term shall end at the annual election scheduled in April.

ARTICLE VII. ELECTIONS

Section A. Eligibility

All officers of UEPA shall be enrolled at least part time at the University of Florida and maintain a minimum of a 2.0 cumulative GPA.

Section B. Nomination Process

The nominations for all officers will take place annually starting in March. Any eligible member present may nominate someone or themselves for office by verbally nominating the individual during this procedure. Nominations must be seconded by present members. Absentee ballots and proxy ballots are not permitted in the nomination or election process.

Section C. Election Process

The election of officers shall occur in early April to allow for turnover between old and new board. The nominated candidates will be given a chance to address the organization to discuss his/her qualifications and reasons why they should be selected. Once each candidate has had the opportunity to speak, all eligible members present will have the opportunity to vote by secret ballot. The Secretary will tabulate all votes and announce the officer with a simple majority of votes cast by eligible members. In the case that the Secretary is running in the election, the current highest-ranking officer not running for office will tabulate the votes. After announcing the new officer, the Secretary or highest-ranking officer not running for office shall ask if any eligible members contest the count. If no eligible member contests the count, the new officer shall take office immediately. If an eligible member contests the count, the Secretary or the highest-ranking officer not running for office will recount all votes. If there are more than two candidates running and no candidate receives a majority vote, there shall be a run-off vote between the top two vote recipients. In the event of a tie, the President shall cast the deciding vote for office unless he/she is running for the said office. In that case, the next highest-ranking officer shall make the deciding vote.

ARTICLE VIII. FACULTY ADVISOR

Section A. Nomination and Role

The advisor shall be selected by the President of the organization. The advisor shall serve as a mentor to the organization providing guidance to the officers and members. The advisor has voting rights in regards to the appeal process of a member. The advisor position has no term limit other than he/she must be a current faculty member or full-time salaried employee at UF.

Section B. Removal and Replacement of Advisor

Officers decide the removal and replacement of an advisor if the majority of the club does not believe the advisor is fulfilling his/her role. The process of replacing an advisor begins with the search for an advisor who is willing to be an advisor, who wants to help better the organization, and who is knowledgeable on the matters of the organization or is willing to learn. If one person is found who fits the description above, that person shall become the advisor of the organization from the moment the information on GatorConnect is updated. If there is more than one person who fits the description above, the elected and appointed officers must vote on an advisor. The elected advisor shall become the advisor of the organization from the moment the information on GatorConnect is updated.

ARTICLE IX. FINANCE

Section A. Membership Dues

UEPA will not require membership dues.

Section B. Spending Organization's Money

For the protection of the organization and its officers it is required that two authorized signatures sign all monetary transactions. Only the President and Treasurer can be signers on the organization's account. Organizational funds must be spent in accordance with the budget rules set by HSA.

Section C. Officer Transition

It shall be the responsibility of all account signers to exchange contact information as well as assist in the update of new account signatures after each election with the organization's financial institution. In addition, the Treasurer will be responsible to pass along all information from previous year's budget and current budget.

ARTICLE X. DISSOLUTION OF ORGANIZATION

If UEPA were to be dissolved, all monies left in the treasury, after outstanding debts and claims have been paid, shall be returned to the HSA treasury.

ARTICLE XI. MEMBERSHIP REVOCATION AND APPEAL PROCESS

Section 1: Membership Statement

No hazing or discrimination will be used as a condition of membership in this organization.

Section 2: Revocation of Membership

Membership may be revoked without mutual agreement for non-participation, misconduct, or violations of any provisions of the Constitution. The member will be notified in writing of the

possible revocation at least 72 hours prior to the voting for removal. Membership can only be revoked upon a 2/3 majority vote of elected and appointed officers. Revocation of membership will be valid for two (2) semesters.

Section 3: Appeal Process

Any student whose membership is revoked will have seven (7) calendar days to appeal the revocation. The appeal must be submitted in writing to the President and Secretary, and must include any relevant information that has not already been presented. The President will then evaluate the appeal with the elected and appointed. Their decisions will then be revealed directly to the student.

ARTICLE XII. AMENDMENTS TO CONSTITUTION

Amendments to the constitution must be proposed in writing to the President. The amendment must then be presented to the organization during a scheduled meeting and should include a full explanation and/or rationale for the amendment. The amendment must be voted on at the next scheduled meeting. The amendment shall not take effect until approved by a 2/3 majority vote of eligible members of the organization.