

## **VENEZUELAN STUDENT ASSOCIATION CONSTITUTION**

### **ARTICLE I. NAME OF ORGANIZATION**

The name of this organization is Venezuelan Student Association. This organization will utilize the acronym VENZA in all publicity materials and correspondence. The Venezuelan Student Association is affiliated with the Hispanic Student Association operating in Gainesville, Florida.

### **ARTICLE II. PURPOSE STATEMENT**

The purpose of the Venezuelan Student Association at the University of Florida is to promote unity among all Venezuelans; to share our culture with everyone in Gainesville, to guide newly arrived Venezuelan students in their process of cultural and social adaptation and to increase the general awareness of current events in Venezuela.

### **ARTICLE III. COMPLIANCE STATEMENT**

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

The Venezuelan Student 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**

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

#### **Section C. Hazing**

The Venezuelan Student 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, the Venezuelan Student 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**

Registered student organizations are required to have a minimum of a President and Treasurer as elected officers. The titles of organization officers, term of office, specification as to which officers are elected or appointed and by whom, and the general duties of each position must be clearly specified.

Section A: The elected officers of the Venezuelan Student Association shall be President, Vice-President, Treasurer, Secretary, Historian, and Public Relations Director.

Part 1: The President shall preside at all meetings of the organization and shall coordinate the work of the officers and committees.

Part 2: The Vice-President shall serve as an aide to the President and shall perform the duties of the President in her/his absence or inability to serve.

Part 3: The Treasurer shall receive all monies of the Venezuelan Student Association; shall keep an accurate record of receipts and expenditures; shall pay out local funds in accordance with the approved budget as authorized by the organization. The Treasurer shall present a financial statement at every meeting of the Venezuelan Student Association and at other times when requested by the President or Vice President. The Treasurer shall maintain contact with the Student Government Finance Office.

Part 4: The Secretary shall record the minutes of all meetings of Gator Leaders and shall perform other duties as may be delegated.

Part 5: The Historian shall attend all meetings and events and take pictures and videos. The Historian must also have an up to date poster representing the organization's events to take to member recruiting events throughout the year.

Part 6: The Public Relations Director must coordinate all advertising of the organization and organizational events.

Section B: Officers shall assume their official duties at the close of the last general meeting of the academic year and shall serve for a term of one academic year and/or until the successors are elected/appointed.

Section C: Any officer of the Venezuelan Student 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 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 in order to remove the officer.

Part 3: The President, Vice-President, or Treasurer can also request the removal of an officer at any time. A two-thirds majority vote from the board is necessary to remove the officers.

Part 4: 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. The President will nominate a person and the board must approve the nomination by a two-thirds vote.

## **ARTICLE VII. ELECTIONS**

Nominations for all officers will take place in the last two months before the election. The elections will take place the second week of April. The nominations shall be submitted to the Vice-President. Any member may nominate any other voting member, including him or herself. Nominations may also be made during the election meeting prior to closing of nominations. The elections will take place in the second-to-last general body meeting and candidates must win by a simple majority margin of victory. Members will be provided a voting ballot that includes the names of all candidates running for each position. After casting their votes, each member must place their ballot into an election box. These early elections allow new officers to be trained one-on-one by old board members before these leave office. In the case of a tie between two opponents, the standing board will decide who will be appointed to the position.

## **ARTICLE VIII. FACULTY ADVISOR**

### **Section A. Nomination and Role**

The advisor of the Venezuelan Student Association shall be selected by the President of the organization, and confirmed by majority vote of the executive board. 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 the University of Florida.

### **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**

The Venezuelan Student Association will not require membership dues; however, it will raise funds through different activities. Members are expected to participate in these fundraising activities. The Venezuelan Student Association will also be funded by the Hispanic Student Association, which is funded by the Student Government.

**ARTICLE X. DISSOLUTION OF ORGANIZATION**

In the event this organization dissolves, all monies left in the treasury, after outstanding debts and claims have been paid, shall be donated to “Fundana” charity based in Caracas, Venezuela.

**ARTICLE XI. AMENDMENTS TO CONSTITUTION**

This constitution may be amended at any regular meeting of the Venezuelan Student 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 and that the proposed amendment shall be subject to approval of the Department for Student Activities and Involvement. If the issue is of imperative action, an execute order by the President of the organization with a written unanimous approval of the board can cause a temporary amendment of up to one (1) month. After this period, the amendment will be reversed and in order to be reinstated, it must go through the regular amendment procedures.

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