

Hispanic Student Association

ARTICLE I: NAME OF ORGANIZATION

Section 1: Name:

The name of the association shall be the Hispanic Student Association, a registered University of Florida “service special interest organization.” Hereafter referred to in this constitution as H.S.A.

ARTICLE II: PURPOSE STATEMENT

Section 1:

The purpose of the H.S.A. is as follows:

The Hispanic Student Association’s mission is to serve and represent the Hispanic and Latino community at the University of Florida by engaging students and developing future leaders. We aim to unify our community by educating and empowering students’ sense of identity, while advocating respect, professionalism, and social justice values. The Hispanic Student Association is the voice of the Hispanic and Latino community at the University of Florida.

ARTICLE III: COMPLIANCE STATEMENT

Upon approval by the Department of Student Activities and Involvement, H.S.A. shall be a registered student organization at the University of Florida. H.S.A. 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: NON-DISCRIMINATION

Section A: Non-Discrimination

H.S.A. 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

H.S.A. 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.

Section C. Hazing

H.S.A. 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, H.S.A. 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 1: Executive Board

The officers of the H.S.A. Executive Board shall be the President, Presidential Chief of Staff, Vice President of Operations, Vice-President of Programming, Vice-President of Communications, Treasurer, Secretary, Member Leadership Program Fall Director, Member Leadership Program Spring Director, Hispanic Heritage Month Executive Director, and Hispanic Latino Student Assembly Director.

Elected positions to the executive board include: President, Vice President of Operations, Vice President of Programming, Vice President of Communications, Treasurer, Secretary, Member Leadership Program Fall Director, and Member Leadership Program Spring Director

Appointed positions to the executive board include: Chief of Staff, Hispanic Heritage Month Executive Director, Hispanic-Latinx Student Assembly Executive Director

Appointed positions of the Executive board shall be nominated by the President and approved by a 2/3rds vote of the current members of the Executive Board.

Section 2: Cabinet

The H.S.A. Cabinet shall be composed of five parts: Operations Cabinet, the Programming Cabinet, the Communications Cabinet, the Treasurer Cabinet, and the Member Leadership Program Cabinet. All of these positions shall be appointed and approved by the elected members of the executive board by a two-thirds vote.

Section 3: Terms of Office

- A. One term for the elected officials: President, VPO, VPP, VPC, Treasurer, Secretary, MLP Director(s), shall be defined as the time from the date of election to the end of the following academic year.
- B. One term for appointed positions of all HSA cabinet: shall be from their appointment until the end of the term of the Eboard that appointed them.
- C. The HLSA Director and their team's term shall be from the day of their appointment until the end of the Fall semester.
- D. The HHM Executive Director and the HHM team's term shall be from the day of their appointment until the end of the Fall semester.
- E. All other positions, offices, and programs created by an HSA Eboard shall have terms from the day of appointment until the end of that HSA Eboard's term.

Section 4: Responsibilities of the Executive Board

The Executive Board shall be responsible for the duties and authority as pertains to such offices, except that such duties may be varied or expanded by the Executive Board. In addition, the duties of the officers are itemized as follows:

- A. The President:
 - a. Shall serve as the representative of the H.S.A. as needed.
 - b. Shall be responsible for all financial affairs of the organization.
 - c. Shall preside at all Executive Board meetings and general body meetings.
 - d. Shall appoint Committees for approval by the Executive Board and/or members.
 - e. Shall authenticate by their signature – when necessary – all documents.
 - f. Shall prepare and defend the organizational and special events budget in front of the Student Senate Budget and Appropriations committees.
 - g. Shall be in constant contact with the Faculty Advisor and Executive Board.
 - h. Shall maintain active and good relations with the Student Body Treasurer's Office.
 - i. Shall maintain active and good relations with the sub-organizations.
 - j. Shall serve as the official spokesperson for the Hispanic Student Association.
- B. Chief of Staff
 - a. The appointment of the Chief of Staff is up to the discretion of the President. If a Chief of Staff is selected, the candidate must be approved by the Executive Board with 2/3rd of the vote.
 - b. Duties and responsibilities will be up to the discretion of the President and approved by the Executive Board.
- C. The Vice President of Operations:

- a. Shall, in the absence of the President, have all authority and responsibilities vested in the President.
 - b. Shall directly oversee the Operations Cabinet.
 - c. Shall become President of H.S.A should the President resign or be removed from office.
 - d. Shall maintain active and good relations with the sub-organizations through the development of whichever programs deemed necessary.
 - e. Shall ensure the development of a cohesive and healthy H.S.A. Team including but not limited to the H .S.A Executive Board, Cabinet, HHM Team and Sub Organizations.
 - f. Shall oversee the Sub-Org Liaison(s)
 - g. Shall organize monthly President-Treasurer meetings along with H.S.A Treasurer
 - h. Shall ensure that all messages from the H.S.A. executive board are relayed to the sub-organization executive boards.
 - i. Shall create and update a calendar of Sub-Organization events
- D. The Vice-President of Programming:
- a. Shall, in the absence of the President and Vice-President of Operations, have all authority and responsibilities vested in the President.
 - b. Shall directly oversee the Programming Cabinet.
 - c. Shall seek and coordinate events with campus organizations and the community, as well as other UF organizations outside of H.S.A.
 - d. Shall take on the task of planning/outlining General Body Meetings
- E. The Vice President of Communications
- a. Shall, in the absence of the President, Vice President of Operations, and Vice President of Programming, have all authority and responsibilities vested in the President.
 - b. Shall directly oversee the Communications Cabinet.
 - c. Shall coordinate all marketing strategies and efforts for the events of H.S.A.
 - d. Shall be responsible for setting up tabling hours for all H.S.A. events.
- F. The Treasurer:
- a. Shall keep all financial records of the organization and sub-organizations.
 - b. Shall report the financial status of the organization to the Executive Board.
 - c. Shall prepare and defend the organizational and special events budget.
 - d. Shall, upon request, make available all financial records to the general members.
 - e. Shall maintain active and good relations with the Student Body Treasurer's Office.
 - f. Shall maintain active and good relations with the treasurer's from sub-organizations.
 - g. Shall oversee the budget for HSA and all of its entities
 - h. Shall, in the absence of the President and Vice-President of Operations, Vice-President of Programming, and Vice-President of Communications, have all authority and responsibilities vested in the President.
 - i. Shall oversee the Treasurer Cabinet
- G. The Secretary:
- a. Shall, in the absence of the President and Vice-President of Internal Relations, Vice-President of Programming Vice-President of External Relations, Treasurer, Director of Communications, have all authority and responsibilities vested in the President.
 - b. Shall be responsible for the taking of the minutes of the Executive Board meetings, as well as maintaining those records.

- c. Shall be responsible for maintaining a current membership list, attendance list, and Executive Board directory.
 - d. Shall be required to have a sign-in sheet ready and available throughout the year including co-sponsorships.
 - e. Shall take the inventory of the H.S.A. property once a semester.
 - f. Shall make sure the organization is a registered organization of the University of Florida and that all forms are properly submitted per the Student Government Handbook.
 - g. Shall make E-Board minutes and general body minutes available for posting within seventy-two (72) hours of the said meeting.
 - h. Shall be responsible for the minutes of joint cabinet meetings unless Cabinet Directors decide otherwise.
 - i. Shall create a membership points database updated weekly and make it readily available to all members at any time.
 - j. Shall be responsible for making a voting membership list for elections and any and all other duties involving the election process.
 - k. Shall be responsible for submitting all room requests and contracts as per the request of the President and Executive Board
- H. The Member Leadership Program Director:
- a. Shall organize, develop and run the Member Leadership Program for the entire academic year.
 - b. Shall oversee the MLP Cabinet(s).
 - c. Shall be responsible for creating a database tracking MLP member's performance and points in order to determine who will graduate from the program.
 - d. Shall, in the absence of the President and Vice-President of Internal Relations, Vice-President of Programming, Vice-President of External Relations, Treasurer, Director of Communications and the Secretary, have all authority and responsibilities vested in the President.
- I. The Hispanic Heritage Month Executive Director:
- a. Shall be responsible for reporting the progress of HHM to the President of the H.S.A. and to the Executive Board.
 - b. Shall work with the H.S.A advisor on all program planning forms and make sure all programs are proactive.
 - c. Shall preside over the HHM Executive Board.
 - d. Shall, in the absence of the President and Vice-President of Internal Relations, Vice-President of Programming, Vice-President of External Relations, Treasurer, Director of Communications, Secretary, and the Member Leadership Program Director have all authority and responsibilities vested in the President.
- J. Hispanic-Latinx Student Assembly Executive Director
- a. Shall be responsible for reporting the progress of HLSA to the President of the H.S.A. and to the Executive Board.
 - b. Shall work with the H.S.A advisor on all program planning forms and make sure all programs are proactive.
 - c. Shall preside over the HLSA Cabinet.

- d. Shall, in the absence of the President and Vice-President of Operations, Vice-President of Programming, Treasurer, Director of Communications, Secretary, the Member Leadership Program Director and the HHM Executive Director have all authority and responsibilities vested in the President.

Section 5: Responsibilities of the Cabinet

A. Operations Cabinet:

- a. The VPO shall be responsible for the creation of their cabinet structure within the VPO cabinet, which may include but is not limited to, Sub-Org Liaison and Director of Relations. This is subject to approval by the Executive Board by a $\frac{2}{3}$ vote.
- b. The VPO shall be responsible for defining the roles of the committee positions that the VPO has created.

B. Programming Cabinet

- a. The VPP shall be responsible for the creation of their cabinet structure within the VPP cabinet, which may include but is not limited to, Cultural Programming Director, Social Programming Director and Professional Development Programming Director. This is subject to approval by the Executive Board by a $\frac{2}{3}$ vote.
- b. The VPP shall be responsible for defining the roles of the committee positions that the VPP has created.

C. Communications Cabinet

- a. The VPC shall be responsible for the creation of their cabinet structure within the VPC cabinet, which may include but is not limited to, Marketing Director, Public Relations Director and Historian. This is subject to approval by the Executive Board by a $\frac{2}{3}$ vote.
- b. The VPC shall be responsible for defining the roles of the committee positions that the VPC has created.

D. Treasurer Cabinet

- a. The Treasurer shall be responsible for the creation of their cabinet structure within the Treasurer cabinet, which may include but is not limited to, Corporate Director, Finance Director and Assistant Treasurer. This is subject to approval by the Executive Board by a $\frac{2}{3}$ vote.
- b. The Treasurer shall be responsible for defining the roles of the committee positions that the Treasurer has created.

E. MLP Cabinet

- a. The M.L.P Fall/Spring Director shall be responsible for the creation of their cabinet structure within M.L.P, which may include but is not limited to, Fall Assistant Director, Spring Assistant Director, Mentorship Director, Committee Director(s). This is subject to approval by the Executive Board by a $\frac{2}{3}$ vote.
- b. The M.L.P Fall/Spring Director shall be responsible for defining the roles of the committee positions that the M.L.P fall/Spring Director has created.

Section 6: Hispanic Heritage Month Officers: *(Must be appointed before the end of the Spring semester)*

The Executive Board of Hispanic Heritage Month (HHM) shall be comprised of the Executive Director, the Assistant Executive Director, the Internal Programming Director, the External Programming Director, the Treasurer, the Multimedia Director, the Digital Arts Director and the Philanthropy Director

After the application and interview process, confirmations for HHM Director selections made by the HHM Executive Director are subject to a 2/3rds approval by the HSA Executive Board.

All directors must work together in order to form a theme for Hispanic Heritage Month, hereafter referred to as “HHM.” They must meet regularly and begin planning as early as they are appointed. Members of the Executive Board may appoint assistants upon approval by the rest of the Executive Board.

The HHM Director shall be responsible for the creation of their executive board structure within HHM, which may include but is not limited to, the Assistant Executive Director, the Internal Programming Director, the External Programming Director, the Treasurer, the Multimedia Director, the Digital Arts Director and the Philanthropy Director.

The HHM Executive Director shall be responsible for defining the roles of the committee positions that the HHM Executive Director has created.

Section 7: Dissolution and Creation of Positions

Committees, Cabinet Positions and Executive Board positions shall be created or dissolved as deemed necessary by the Executive Board, with a majority vote of the executive board and the President’s approval.

Section 8: Vacancies

If the President of the Executive Board is unable to complete his/her term, the Vice-President of Operations will take their place. All other positions of the Executive Board are open to the membership, except that the candidate for either Vice-President must meet the requirement of having been an active member of the Executive Board or cabinet for at least one semester.

The process for filling Executive Board vacancies shall be:

- a. The Executive Board shall release applications to all members.
- b. The Executive Board shall Interview all applicants.
- c. The Executive Board shall elect top candidate by a majority vote.

Section 9: Removal

A member of the Executive Board shall be removed by a (2/3) majority vote of the Executive Board for conduct consisting of: non-performance of the responsibilities as stated in this constitution. Members have the right to appeal to the Executive Board if they feel a Board member is not following his/her duties satisfactorily. Members also have the right to submit a written request to remove an Executive Board Member from the Executive Board. This request should state the reasons why they feel the Executive Board Member should be removed and this document should be submitted to the President or Student Organization Advisor, which will then be taken under advisement by the Executive Board.

Section 10: Special Appointments

- A. Appointments for new HLSA and HHM Directors **should not** occur no later than the end of the Fall semester.
- B. Appointments for cabinet shall be at the discretion of the serving executive board.

ARTICLE VII: ELECTIONS

Section 1: Nominations

Nominations shall be taken from the general membership in two rounds during the two meetings prior to the election meeting, after which the nomination period will close.

Section 2: Speech Day

Speech day shall be held the same meeting as Election Day. Candidates running for the presidency will be allowed (5) minutes for speech. All other candidates will be allowed (2.5) minutes. Parliamentary procedure shall be adhered to.

Section 3: Elections

Shall be carried out once an academic year and shall take place in March before the end of the spring semester. The Elections shall be carried out with no fewer than 30% of the voting membership present. The Executive Board shall be responsible for specifying the exact date of the Elections. Advanced notice of elections shall be given to the Voting Members no less than (1) week in advance of the nominations unless it is an Emergency Election.

Section 4: Voting

Shall be conducted as follows:

- A. Advanced notice for the elections shall be given as stated in the constitution.
 - a. NO ABSENTEE VOTING WILL BE ALLOWED.

Section 5: Voting Procedures

Ballots shall be obtained by a designated member of the Executive Board who is not running for office. There shall be (2) other proctors to assist with the voting process selected/appointed by the HSA Advisor.

- a. The number of ballots to be printed will be determined by the eligible membership as determined by the membership point system.

Voting shall be conducted as follows:

- a. The member will come forward to pick-up a ballot and verify his/her identity with their U.F. student I.D. and prove his/her voting membership as indicated in Article 11 section 1
- b. Positions up for election shall be voted in order of President, Vice-President of Operations, Vice-President of Programming, Treasurer, Secretary, Vice-President of Communication
- c. After voting, the member shall place ballot in designated box.
- d. After all eligible members have voted, two of the proctors will count all ballots and final count for each position thereby declaring the winners.
- e. Results shall be available to general members.
- f. Results shall be posted on the day of elections.
- g. ANY runoffs shall be the same day of elections.
- h. A runoff shall be held for the top two candidates if 51% of the votes are not held by one candidate.
- i. In the event of a run-off any members who leave the meeting has forfeited his/her right to vote in runoff.

Section 6: Ballots

Ballots shall include the name of the nominee for each position. Ballots shall also include a statement indicating that runoffs, should they occur, will be the day of the election. The ballots shall also be numbered to provide accountability.

Section 7: Eligibility

- A. Eligibility for Executive Board: Any University of Florida student shall be eligible to run for office provided that the individual meets the requirements specified in the Student Government Handbook as well as requirements defined in this constitution
- B. The candidates for President must have held a previous position in the HSA Executive Board.
 - a. If no candidate with previous executive board experience runs, then nominees who have held a cabinet position for at least one term shall qualify to run for President. The candidates for Vice-President of Operations, Vice-President of Programming and MLP Director(s) must have held a previous position in the

HSA Executive Board or Cabinet for at least one term or have previously been part of HHM Executive Board.

- C. A student serving in the HSA Executive Board shall not be allowed to serve in the HHM Executive Board at the same time and vice versa.
- D. Cabinet shall include all HSA positions that require election/appointment
- E. Eligibility for Cabinet: Any student is eligible to be a Cabinet Director, provided that the individual student meets the requirements specified in the Student Government Handbook.

ARTICLE VIII: STUDENT ORGANIZATION ADVISOR

The Student Organization Advisor:

- A. Shall serve as consultant to the Executive Board and the association in general.
- B. Shall be required to sign a statement of solvency of the association.
- C. Shall serve as a liaison between the H.S.A. and the administration.
- D. Shall be appointed by the Executive Board at the end of the spring term. The advisor's term shall be from June to May of an academic year.
- E. Should the advisor no longer be able to fulfill their responsibilities, the Executive Board will find a replacement who is a UF faculty or staff through the nomination of the president and approved by 51% or more of the general members of HSA.

ARTICLE IX: FINANCE

H.S.A. will not require membership dues; however, it will raise funds through carwashes, shirt sales, tournaments, and similar activities, for travel to leadership conferences, and other operational expenses of the organization. Members are expected to participate in these fundraising activities. H.S.A. will also apply for Student Government funding.

ARTICLE X. DISSOLUTION OF ORGANIZATION

Section 1: Dissolution

The association may be dissolved at any time by vote of two-third (2/3) of voting members at a meeting called for that purpose.

Section 2: Distribution of Assets

At dissolution all monies received from STUDENT GOVERNMENT, after all debts incurred prior and during dissolution have been paid, must be delivered by the Treasurer of the H.S.A. to the Treasurer of STUDENT GOVERNMENT within (3) school days.

ARTICLE XI: VOTING MEMBERSHIP

Section 1: Definition of Voting Membership

There are four general categories of programming events considered when establishing voting eligibility. These four categories are: General Body Meetings, Other H.S.A Programming Cabinet Events, HHM IPD Events, and MLP Committee Events.

Within each category, the number of events a member attends will be divided by the total number of events within that same category. This will then account for the four individual percentages of attended events across all four individual categories.

These four percentage numbers will then be added and must accumulate to at least 80%, out of a possible total of 400%, for a member to be eligible to vote. An average of the four percentages will not be taken. It will only be a sum of all percentage numbers.

For example:

Student A has attended “2” of “4” HSA General Body Meetings, “1” of “7” HSA Programming Events, “2” of “7” HHM IPD events, and “0” of “4” MLP events.

This would then translate to Student A having attended 50% of HSA General Body Meetings, 14% of HSA Programming Events, 29% of HHM IPD events, and 0% of MLP events.

To determine Student A’s voting eligibility, we would then add all the percentage numbers together: $50 + 14 + 29 + 0 = 93\%$.

In this scenario, Student A would be considered an eligible voting members since their 93% is higher than the minimum of 80%.

Any event that was not advertised to the general body of the H.S.A at least one week in advance cannot count towards attendance.

*General Meetings shall be defined as all regularly scheduled general body meetings, including the nomination and election meetings for that particular election.

Section 2: Appeals to the Secretary for Voting Membership

In the case a H.S.A. member, for any unforeseen circumstances, cannot reach the minimum attendance percentage necessary to be considered a voting member, an appeal form, created by the Secretary, must be submitted two weeks prior to when voting membership consideration is needed.

Section 3: Membership Responsibilities

The H.S.A. voting membership will elect the Executive Board in compliance with the provisions of this constitution.

Section 5: Membership Term

The H.S.A. general membership will be by academic year. Members are free to leave or dissociate without fear of retribution or harassment.

A. At the end of each membership term all membership point totals shall be reset.

ARTICLE XII: MEETINGS

Section 1:

Meetings of the general membership shall be held monthly or as determined to be needed by the Executive Board. A minimum of 4 general body meetings must be held from Fall – Spring terms.

Section 2: Special Meetings

Special Meetings will be called as needed by the Executive Board of the H.S.A.

Section 3: Quorum at meetings

A quorum at any meeting shall consist of the H.S.A. members present.

Section 4: Announcements

Any announcement to be made during a H.S.A. meeting must be considered with the President or Vice-Presidents of the H.S.A. prior to meeting time.

ARTICLE XIII: H.S.A. SUB-ORGANIZATIONS

Section 1:

There are 13 sub-organizations, which include the following:

- Argentine Student Association (ARSA)
- Argentine Tango Club (ATC)
- Central American Latino Organizations (CALOR)
- Cuban American Student Association (CASA)
- Dominican Student Association (DSA)
- Gator Salsa Club
- Hispanic Communicators Association (HCA)

- Mexican American Student Association (MASA)
- Peruvian American Student Society (PASS)
- PorColombia
- Sabor Latino Dance Team
- Union de Estudiantes Puertorriqueños Activos (UEPA)
- Venezuelan Student Association (VENSA)

Section 2:

The H.S.A. is only allowed to have organizations registered with the Department of Student Activities and Involvement and Student Government fall under the HSA Umbrella

Section 3:

All sub-organizations will be self-governed. The only differences between a sub – organization and an independent organization are:

- A. As the H.S.A. sub-organizations, they must have their Presidents and Treasurers attend “President and Treasurer meetings” as determined by the H.S.A. Vice-President of Operations, where budget information will be disseminated and organizational concerns will be discussed.
- B. Sub – Organizations shall hold elections within the same time frame as H.S.A. See Article VII.
- C. Sub-Organization executive board members are subject to attendance policies as defined by the H.S.A executive board and agreed upon by the respective sub-organization executive board members at the beginning of the year.

Section 4:

Any sub – organization found in violation of Section 3 shall be discussed during the H.S.A. executive meeting, with the H.S.A. advisor as the proctor. Following that meeting another meeting will be held with the Executive Board of the sub-organization and its advisor to discuss further sanctions including the removal of the sub-organization from the H.S.A

Section 5: Applying to become an H.S.A. sub-organization:

- A. Organization must be active and self-sustained for at least one year prior to requesting consideration from the H.S.A. President.
- B. The H.S.A. President will put the organization's request on the agenda at the next Executive Board Meeting.
- C. The group will then be scheduled to present at an Executive Board Meeting.
- D. Next the group will present at the Executive Finance Board Meeting (referred to as E.F.B.) - The E.F.B. consists of the Presidents and Treasurers from all of the H.S.A. sub-organization including the President and Treasurer of H.S.A.

ARTICLE XIV: AMENDMENTS TO CONSTITUTION

Section 1: Amendments

This constitution may be altered or amended after a committee of interested members has drafted the desired revisions. These revisions would then be presented to the general membership in the form of a "Constitutional Meeting" for approval. Approval would be determined by a raise of hands of the majority of voting members in attendance at the H.S.A Constitutional Meeting. The amended constitution must immediately be submitted to the Department of Student Activities and Involvement for review and approval. The amendments will not go into effect until approval is received from Department of Student Activities and Involvement.

THE HISPANIC STUDENT ASSOCIATION AGREES TO ADHERE TO LAWS LISTED IN THE STUDENT GUIDE AND OTHER LAWS OF THE UNIVERSITY OF FLORIDA. ANY HAZING BY THE H.S.A. MEMBERS FOR ANY PURPOSE IS STRICTLY PROHIBITED.

Last updated: February 2018