**ARTICLE I. PERUVIAN AMERICAN STUDENT SOCIETY**

The name of this organization is Peruvian American Student Society. This organization will use the acronym of P.A.S.S. in all publicity materials and correspondence. The Peruvian American Student Society is affiliated with the Hispanic Student Association operating in Gainesville, FL at the University of Florida.

**ARTICLE II. PURPOSE STATEMENT**

The purpose of the P.A.S.S. is as follows: To organize cultural events that will promote, explore and foster Peruvian and Hispanic awareness in general at the University of Florida and the Gainesville Community.

**ARTICLE III. COMPLIANCE STATEMENT**

 Upon approval by the Department of Student Activities and Involvement, the Peruvian American Student Society shall be a registered student organization at the University of Florida. The Peruvian American Student Society 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 Peruvian American Student Society 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 Peruvian American Student Society 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 Peruvian American Student Society 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 Peruvian American Student Society 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. 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 Peruvian American Student Society matters. The student organization advisor shall be nominated by the officers and confirmed by a majority vote of the members. The student organization advisor will serve a term of one (1) academic year with the opportunity to be reappointed. In the event that the student organization advisor is unable to continue in their position, officers may nominate a replacement at any time, to be confirmed by a majority vote of the members.

**ARTICLE VII. OFFICERS**

The officers of the P.A.S.S Executive Board shall be the President, Vice President of Programming, Vice President of Operations, Vice President of Public Relations, Treasurer, Secretary and Faculty Advisor. However, at minimum, the president and treasurer are elected officers.

Section 1: 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 varies or expanded by the Executive Board. In addition, the duties of the officers are itemized as follows:

The President:

1. Shall serve as the representative of P.A.S.S. as needed.
2. Shall be responsible for all financial affairs of the organization.
3. Shall preside at all Executive Board meetings and general body meetings.
4. Shall appoint Committees for approval by the Executive Board and/or members.
5. Shall appoint Cabinet Directors for approval by the Executive Board and/or members.
6. Shall authenticate by his/her signature – when necessary – all documents.
7. Shall be in constant contact with the Faculty Advisor and Executive Board.
8. Shall maintain active and good relations with the affiliate organization.
9. Shall serve as the official spokesperson for the Peruvian American Student Society.

The Vice President of Programming:

1. Shall act as separate spokesperson for the organization and reach out to other organizations for co- hosting opportunities
2. Shall plan Social activities in which members of the University of Florida student body will be able to attend and in turn, promote the Peruvian culture
3. Shall maintain active and good relations with the affiliate organization through the development of whichever programs deemed necessary.
4. Shall be in charge of securing rooms, venues for General Body Meetings, Social activities and more should the VP see fit
5. Shall reserve tabling opportunities in order to properly promote the organization’s General Body Meetings at least two weeks in advance
6. Shall prepare and schedule volunteering opportunities for executive board, general members to participate in to further assist the community of Gainesville
7. Shall host the General Body Meetings in conjunction with the entirety of the executive board

The Treasurer:

1. Shall keep all financial records of the organization.
2. Shall report the financial status of the organization to the Executive Board.
3. Shall prepare and defend the organizational and special events budget.
4. Shall, upon request, make viable all financial records to the general members.
5. Shall preside all the Executive Finance Board meetings.
6. Shall maintain active and good relations with the Hispanic Student Associating Treasurer’s Office.

The Secretary:

1. Shall be responsible for taking the minutes of the Executive Board meetings and general P.A.S.S. meetings, as well as maintaining those records.
2. Shall be responsible for maintaining a current membership list, attendance list, and Executive Board directory.
3. Shall conduct the correspondence of the Executive Board, except when otherwise delegated.
4. Shall be responsible for making a voting membership list for elections and any and all other duties involved with the election process.
5. 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.
6. Shall make E-board minutes and general body minutes available for posting within seventy-two (72) hours of the said meeting.
7. Shall be responsible for the minutes of joint cabinet meetings unless an assistant secretary is appointed.

The VP of Public Relations:

1. Shall be in charge of publicizing all meetings, events, programs, and the association in general.
2. Shall represent P.A.S.S. as deemed necessary by the Executive Board.
3. Shall be responsible for press releases, newspaper articles, and general dealings with outside press in order to represent the P.A.S.S.
4. Shall be in charge of ensuring the creation of a monthly newsletter.
5. Shall preside over the public relations committee.
6. Shall create and maintain a brochure for mail-outs and local campus distribution.

The VP of Operations:

1. Shall be in charge of recording all meeting dates for General Body Meetings and Social activities.
2. Shall represent P.A.S.S. as deemed necessary by the Executive Board.
3. Shall be responsible for helming new initiative of connecting with alumni of P.A.S.S.
4. Shall be in charge of ensuring the creation of an incentives system.
5. Shall preside over the Operations committee.
6. Shall host General Body Meetings in conjunction with the entirety of the executive board.

The Faculty Advisor:

1. Shall serve as a consultant to the Executive Board and the association in general.
2. Shall be required to sign a statement of solvency of the Association.
3. Shall serve as a liaison between P.A.S.S. and the administration.
4. Shall be appointed by the Executive Board at the end of the spring term.
5. Shall be required to attend Executive Board, Executive Financial Board, and general body meeting when available. She/he may advise the Executive Board, but shall not be a voting member of the Executive Board.

Cabinet: The Officers of the Cabinet shall consist of the following: Social Director (male and female), Marketing Director, and Cultural Director.

Section 2: Responsibilities of the Cabinet:

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

Social Director:

1. Shall be responsible for setting up and coordinating social events for the P.A.S.S.
2. Shall foster an inviting and inclusive environment on P.A.S.S.
3. Shall be responsible for creating Facebook events and sending invitations.
4. Shall be responsible for maintaining the P.A.S.S. web page, Instagram and regularly updating.
5. Shall maintain an online calendar of P.A.S.S. events as well as general campus events with the assistance of the members of the P.A.S.S. Executive Board and/or Cabinet Directors.
6. Shall seek to enhance the online activities of P.A.S.S. through the use of new techniques and technologies.
7. Shall post P.A.S.S. general body minutes within one week of the meeting.
8. Shall post the P.A.S.S. constitution on the website.

Vice President of Operations Liaison:

1. Shall be responsible for assisting the Vice President of Operations in their stated tasks.
2. Shall be responsible for attending events on behalf of the P.A.S.S.
3. Shall host General Body Meetings in conjunction with the entirety of the executive board.

Cultural Director:

1. Shall become knowledgeable about the Peruvian History and create presentations for the P.A.S.S. meetings.
2. Shall become knowledgeable the history of P.A.S.S. as well as and compile a brief history including information about the previous year for the use of the Executive Board and P.A.S.S. members.
3. Shall maintain records of the association’s past and current activities with the collaboration of the Secretary.
4. Shall maintain “scrapbook” of the current year’s event and activities.
5. Shall regularly collect local and campus newspapers or items relating to current Hispanic events to be included in the scrapbook.

Section 3: Term of Office

Shall be no longer than 1 year; re-election is possible. 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 their successors are elected/appointed.

Section 4: Vacancies

If the President of the Executive Board is unable to complete his/her term, the Vice-President will take his/her 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 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:

1. The Executive Board shall release applications to all members.
2. The Executive Board shall interview all applicants.
3. The Executive Board shall elect top candidate by a majority vote.
4. The Executive Board shall recommend their top candidate to the general body.
5. General body must approve by a majority vote. However, if majority of the general body does not approve of the Executive Board’s candidate, the Executive Board will reconsider.

Section 5: Removal/Impeachment

A member of the Executive Board shall be removed by (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 faculty Advisor, which will then be taken under advisement by the Executive Board.

**ARTICLE VIII. ELIGIBILITY, NOMINATIONS, ELECTIONS, AND VOTING PROCEDURES**

Section 1: Eligibility

1. Eligibility for Executive Board: Any student is eligible to be an officer, provided that the individual student meets the requirements specified in the Student Government Handbook. The candidates for President must have held a previous position in the previous Executive Board for one academic year. The candidates for Vice-President must have held a previous position in the Executive Board or Cabinet for one semester.
2. Eligibility for Cabinet: Any student is eligible to hold a cabinet position, provided that the individual student meets the requirements specified in the Student Government Handbook.

Section 2: Nominations

Nominations shall be taken from general membership in two rounds during the two meetings prior to the election meeting. All positions are open for re-election and this will take place in the last month of spring semester (April).

Section 3: Speech Day

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

Section 4: Elections

Shall be carried out once an academic year and shall take place at 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) month in advance of the nominations unless it is an Emergency Election.

Section 5: Voting

Shall be conducted as follows:

1. Advanced notice for the elections shall be given as stated in the constitution.
2. NO ABSENTEE VOTING WILL BE ALLOWED.

Section 6: Voting Procedures

Ballots shall be obtained by the Faculty Advisor. There shall be (2) other proctors to assist with the voting process. 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:

1. The member will come forward to pick-up a ballot and verify his/her identity with the U.F. student I.D. and prove his/her voting membership.
2. Positions up for election shall be voted in order of President, Vice-President, Treasurer, Secretary, Public Relations Liaison, Social Director (male and female), Marketing Director, and Cultural Director.
3. After voting, the member shall place ballot in designed box.
4. After all eligible members have voted, two of the proctors will count all ballots and final count for each position there by declaring the winners.
5. Results shall be available to general members.
6. Results shall be posted on the day of elections.
7. ANY runoffs shall be the same day of elections.
8. A runoff shall be held for the top two candidates if 51% of the voters are not held by one candidate.
9. In the event of a run-off any members who leave the meeting has forfeited his/her right to vote in runoff.

Section 7: 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.

**ARTICLE IX. FINANCE**

The Peruvian American Student Society will not require membership dues. The association will receive funds from Student Government allocated budget.

**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

All 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 P.A.S.S. within (3) school days.

**ARTICLE XI. AMENDMENTS TO CONSTITUTION**

This constitution may be amended at any regular meeting of the Peruvian American Student Society by a two-third (2/3) 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 of Student Activities and Involvement.