

Student College Council Constitution

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Article I - Name

Section 1. The name of this organization shall be the College of Health and Human Performance Student College Council, and is hereafter referred to in this Constitution and Subsequent Bylaws as the Council.

Article II - Purpose

Section 1. The purpose of the Council shall be to:

- A. Promote and encourage professionalism within the College of Health and Human Performance both statewide and nationally;
- B. Promote mutual understanding, communication, cooperation, and coordination among the various departments, faculty, clubs, honoraries, and students as represented by their respective members;
- C. Develop a system of communication and act as a liaison between the students, their college departments, the Board of College Councils, the college and university administration, and Student Government;
- D. Stimulate students in the college to become more involved in the college, university, and student organization activities;
- E. Stimulate and encourage academic excellence within each department
- F. Develop procedures to ensure continuity within the individual clubs, honoraries, and the Council;
- G. Provide a forum for the expression of the views of the students in the college and for the stimulation and sharing of new ideas and services.

Article III - Compliance

Section 1. Upon approval by the Center for Student Activities and Involvement, the Council shall be a registered student organization at the University of Florida. The Council 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, Hazing, Commercial Activity, and Student Leader Eligibility.

Article IV - Non-Discrimination

Section 1. The College of Health and Human Performance College Council agrees to comply with the University of Florida's Non-Discrimination Policy (Regulation 6C1-1.006).

Article V - Membership

Section 1. Membership in this organization is open to enrolled students at the University of Florida. Non-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. The officers of the Council shall be the President, Vice President, Treasurer, Assistant Treasurer, Secretary, Public Relations Director, Social Director, two at large voting members, a representative from each of the umbrella organizations, and Ex-Officio members, such as the Health and Human Performance Senator. There shall be at least one faculty advisor.

Section 2. The Council shall have an executive board, henceforth referred to as The Executive Board, and shall be composed of the President, Vice President, Treasurer, Assistant Treasurer, Secretary, Public Relations Director, Social Director, and two at large voting members.

Section 3. The elected members shall be the President, Vice President, Treasurer, Secretary, Public Relations Director, Social Director, and two at large voting members.

Section 4. The appointed officer shall be Assistant Treasurer.

Section 5. The officers shall serve a one-year term beginning in the spring and ending in the fall.

Section 6. Council members must abide to all attendance requirements listed below. Any member that fails to do so will be impeached. Any vacancy of an elected office, the student body of the college will participate in another election. Voting will require a simple majority in any vacancy of an office position. In the case of a tie, the Executive board and the Faculty Advisor shall appoint a replacement.

Part 1 – Attendance

Executive Board members shall be expected to attend all meetings and College Council events; and failure to attend any combination of two meetings and/or events during their term without proper notification of their absence will result in the immediate termination of their term.

Part 2 – Proper Notification Procedure for Expected Absences

Council members must submit written notice to the Council President, Vice-President, and Secretary a minimum of three calendar weeks prior to any expected absence due to a planned/scheduled meeting and/or event, as well as provide the Council with documentation of the reason given for the absence at the next scheduled meeting following the absence. Failure to provide proper notice and present documentation in the stated manner will result in an absence for the Council member.

Part 3 – Proper Notification Procedure for Unexpected Absences

Officers of the Council shall verbally notify the Council President, Vice-President, and Secretary of the Council immediately upon becoming aware they will miss a meeting or event due to uncontrollable circumstances, as well as provide the Council with documentation of the reason given for the absence at the next scheduled meeting following the absence. Failure to provide proper notice and present documentation in the stated manner will result in an absence for the Council member.

Part 4 – Acceptable Excuses for Absences

With proper notification, acceptable excuses include but are not limited to professional and academic conferences, trips and events sponsored by a club or organization within the College of Health and Human Performance, University of Florida student government meetings, occasional internship or job requirements, occasional fraternity/sorority meetings and events, class, an exam, an illness, the death of a family member or friend, or other emergencies which may take place during a scheduled meeting or event. With proper notification acceptable excuses will not count towards an executive member's absence total.

Part 5 – Unacceptable Excuses for Absences

Unacceptable excuses include but are not limited to Non-College of Health and Human Performance club or organization trips and events without proper notification, frequent internship or job requirements, fraternity/sorority meetings and/or events without proper notification, over-sleeping, forgetting, unchecked emails, full in-box email accounts, etc. Unacceptable excuses will count towards an executive member's absence total.

Part 6 – Acceptable Documentation for Proof of Absence

Acceptable documentation will include pamphlets, brochures, or registration forms from an event, time-cards from work, a signed note from a doctor, professor, academic advisor, or manager, a sheet of paper from an exam packet, ticket stub, plane tickets, and any other printed and dated materials from the reason given for the absence.

Part 7 – Right to Notification

Each Council member has the right to receive written notification informing them of their absence, their potential termination due to said absence, and their right to appeal said absence within seven calendar days per the HHPCC Constitution. The absentee must be notified within 24-hours of their absence and must reply no fewer than 24-hours prior to the next meeting. The Council member in question must reply to the Council President, Vice-President, and Secretary, in writing, stating

whether or not they intend to appeal or will present the required documentation for their absence. In the event the 24-hour time periods overlap, the absentee must be notified immediately at the conclusion of the meeting/event, but will be able to reply at any point prior to the beginning of the meeting/event.

Part 8 – Appeals

Each Council member reserves the right to appeal one absence throughout the entire duration of their term, by giving a one-time explanation of all the facts, circumstances, documents, and other testimonies pertaining to their absence, within the seven calendar days immediately following the absence; during which the remainder of the Council members must allow said Council member the opportunity to fully explain their story and the remaining Council members be given the chance to ask questions to be answered fully by the Council member in question. If there is no scheduled meeting within seven calendars immediately following the absence, it is the responsibility of the absent Council member to call a meeting at a time which all other Executive Board members will be able and required to attend; exceptions will be made in the event school is not in session.”

Part 9 – Executive Board Discretion

At the request of a Council member in question, the Executive Board reserves the right to nullify one absence, first or second, of said Council member by a simple majority vote of the Council; the Council member in question will not vote and will be granted only one absence nullification for the duration of their term. Executive Board members also reserve the right to determine if an absence not listed above was acceptable or unacceptable and to determine the relevance of frequent or occasional absences by other Executive Board members counting towards absence taking a simple majority vote of the Council.

Part 10 – Oath of Acknowledgment

Upon having an absence nullified, the Council member will recite the following: “I, (name of Council member), humbly pledge to make tireless efforts to be present at all meetings and events held by the College of Health and Human Performance College Council. I will not force my workload upon my fellow Council members by not participating in matters which are vital to the success of our Council and overall well-being of our college. I am aware that if I have another absence, I will have no chance to appeal, and may automatically conclude my term in office.

Section 7. Officer Duties:

A. PRESIDENT

1. Provide direction and leadership for College Council officers. Specifically instruct officers as to their duties and be responsible for their production.
2. Keep all officers informed as to current college Council business. As well, inform members of pertinent information.
3. Set agendas for weekly council meetings and preside at said meetings.
4. Be responsible for calling of voting members meetings.

5. Establish and maintain communication between professional organizations, faculty, students, and the Council.
6. Encourage and procure wide student participation in College Council and professional organizations.
7. Maintain all working procedures of the Council in accordance with Student Government Statutes.
8. Oversee and help direct all financial procedures.
9. Maintain active relations with the Board of College Councils Executive Board.

B. VICE PRESIDENT

1. Assist President in all responsibilities.
2. Assist and provide direction in all projects.
3. Report to College Council project progress and project needs and concerns.
4. Take place of President when he/she is unable to perform duties.

C. TREASURER

1. Establish a budget for the next fiscal year.
2. Process and record all Special Allocation Requests (SAR's).
3. Keep an up-to-date written account of college council funds and give a biweekly report to council of status-quo. Reports should be submitted to President at the first executive meeting of each month; a copy of which is to be kept on file.
4. Record any financial decisions made at a scheduled meeting.
5. Keep a report of usage of funds given to student professional organizations.
6. Attend all BOCC meetings.

D. ASSISTANT TREASURER

1. Assist treasurer in all responsibilities.
2. Attend all BOCC meetings

E. SECRETARY / HISTORIAN

1. Keep all minutes of regularly scheduled meetings; type and post on the Council bulletin board, the Council website and maintain a file copy.
2. Process outgoing correspondence via e-mail and phone.
3. Keep working file system in College Council office.
4. Take role at scheduled meetings.

F. PUBLIC RELATIONS DIRECTOR

1. Create all fliers and advertisements for College Council.
2. Maintain College Council web site.
3. Update the Council bulletin board on no less than a monthly basis.

4. Organize promotional events for College Council.
5. Create and distribute a monthly newsletter.

G. SOCIAL DIRECTOR

1. Coordinate and organize council and college socials and workshops.

H. MEMBERS AT LARGE

1. Represent the College of Health and Human Performance student body.
2. Assist all officers.
3. Assist and provide direction in all projects.
4. Encourage and procure wide student participation in College Council.

Article VII - Elections

Section 1. Nominations for all officers will take place annually from the members at the first general meeting in November. Any member may nominate any other voting member, including himself or herself. Nominations may also be made prior to closing of nominations.

Section 2. 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 run-off vote between the top two vote recipients at the next general meeting. No person shall be eligible to serve more than two consecutive terms in the same office.

Section 3. Only an individual enrolled in the College of Health and Human Performance, or pursuing a degree through that college, is eligible to run for office.

Section 4. In the event an officer or voting member of the Council is unable to complete the term of office, the student body of the college will participate in another election. Voting will require a simple majority in any vacancy of an office position. In the case of a tie, the Executive board and the Faculty Advisor shall appoint a replacement."

Section 5. In the event that an officer is not fulfilling his/her duties, that officer can be impeached by a majority vote of the Council and approval by the faculty advisor.

Article VIII. - Faculty Advisor

Section 1. The faculty advisor shall serve as a resource person and provide advisory support for the officers and members of the Council.

Section 2. The faculty co-advisors shall be the Associate Dean of Academic Affairs and the Academic Affairs program assistant.

Section 3. In the event that the Associate Dean of Academic Affairs is unable to serve as a faculty advisor, the Associate Dean will appoint a new advisor with input from the Council.

Article IX - Finance

Section 1. There is no membership fee for the Council.

Section 2. Financial support for the Council shall be in the form of allocation made to the Board of College Council and distributed according to Student Body Statutes, Section 511: College Councils.

Section 3. All funds that are made available to the Council from University allocation or any other source shall be distributed and directed toward the achievement of the objectives set forth in this Constitution. The responsibility of the distribution and direction of funds resides within the Council Executive Board.

Section 4. Student Organizations can only receive student body funds if they are registered with the University Of Florida Office Of Student Activities, have open membership, do not charge dues, and adhere to Student Body Laws.

Article X - Dissolution of Organization

Section 1. In the event the Council dissolves, all monies left in the treasury, after outstanding debts and claims have been paid, shall be transferred back to the BOCC Internal Budget.

ACTS. CONSTITUTIONAL BYLAWS

I. Membership

A. Voting members shall be the President, Vice President, Treasurer, Assistant Treasurer, Secretary, Senator, Public Relations Director, Social Director, a representative from each of the umbrella organizations, and two at large voting members.

B. Non-voting members shall voice their opinions to the voting members.

C. Members of the College Council shall be enrolled in the College of Health and Human Performance, or pursuing a degree through that college.

II. Finance

A. It is the responsibility of College Council to allocate funds to organizations that promote the professions represented by the three departments within the College.

B. Allocation of funds to an organization when requested shall be based on the merit of the organization, involvement within the organization itself, and involvement in the College Council. Unsatisfactory involvement may lead to the possible freezing of the organizations funds or denial of their funding request.

C. For funded organizations to receive allocations they must submit a request one month prior to the desired funding time.

III. Meetings

A. The Council shall hold no less than one regularly scheduled general meeting each month of the academic year while classes are in session. The Executive Board shall hold no less than two meetings each month of the academic year while classes are in session.

B. Additional meetings may be called at the discretion of the President or Executive Board.

C. A quorum shall consist of representation by more than half of the total voting members of the Council.

D. The Executive Board shall represent the Council as a whole when the council is unable to meet in a regular scheduled meeting, or fails to meet for lack of a quorum. If it is necessary to call a Special Meeting, the Executive Board may take action on behalf of the Council at this time. The governing body, as a whole, can rescind any action taken at the next regularly scheduled meeting.

Article XI - Amendments

Section 1. This constitution may be amended if a written copy of proposed amendment(s) is posted on the main Council bulletin board and on the Council website at least four weeks before the amendments are to be voted on.

Section 2. The proposed amendment(s) shall take effect if passed by three fourths majority of the voting membership present at the scheduled meeting during which the vote is taken, provided that the proposed amendment(s) shall be immediately submitted in writing and subject to approval of the Center for Student Activities and Involvement.