Behavioral Health Student Organization (BHSO)

Constitution for the 2012-2013 Academic Year

Drafted by:

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Author Note: The constitutions are guidelines for how the organization is to operate. The Constitution may be amended by any organization officer upon a unanimous decision of all officers and specific designation of topic to be amended and must be resubmitted to the Student Government Activities and Services. The opinions held in this document do not reflect that of the University of South Florida or the Student Government within the University of South Florida.
1. This is the constitution for the Behavioral Health Student Organization (BHSO), year 2012-2013.

2. Mission statement:
   The purpose of the Behavioral Health Student Organization (BHSO) is to serve as a forum for students with an interest in Behavioral Health to: Educate and increase awareness of Behavioral Health issues and projects within the United States and abroad; Connect students with service and learning opportunities in Behavioral Health; Create opportunities for mentorship and learning among alumni and students of the University of South Florida (USF); and provide opportunities for interaction among students interested in Behavioral Health, as well as Behavioral Health faculty and staff
   
   a. Organization participants will benefit from a governing body of officers and a staff advisor.
   
   b. Organization participants will benefit from a non-discrimination policy. Based on the Title IX Education Amendment of the United States Department of Education, our student organization is open to all students regardless of gender. We are also open to all students and do not discriminate based on race, religion, or sexual orientation. Our organization does not discriminate on the basis of sex, race, religion, or sexual orientation in educational programs or activates.

3. Membership Qualifications:
   
   a. 100% of active membership must be USF students. Associate membership may be granted to non-USF-students under special circumstances. Associate members may be USF faculty, staff, or alumni and their spouses and spouses of student members. These associate members shall not be given the rights and privileges of active USF students including, but not limited to voting rights, use of facilities or equipment, and/or benefits from student-funded resources.
   
   i. Organization participants in order to be members must find the organization in blackboard and submit a request to the governing body to be a member.
   
   ii. Active Membership: Participants must be a student or faculty advisor at the University of South Florida to gain membership in the student organization.
   
   iii. Associate Membership: Non-USF-Students may be granted Associate membership under special circumstances. Associate Members shall not be given the rights and privileges of active USF students including, but not limited to voting rights, use of facilities or equipment, and/or benefits from student-funded resources.
b. Student membership terms last one academic year and students who wish to continue will not be purged from the system if they reactivate their membership status, as dictated by Blackboard.

c. Students will reaffirm their membership via Blackboard at the start of each academic year.

d. Any general violation of school policies will result in disciplinary action. Students will be revoked of membership and not permitted to attend organization activities upon expulsion.

   i. Violations occurring within a two year period progress along the ladder of organization discipline procedure. From first violation to after the 2 year mark violation slate for each member is wiped clean. It is required that officers enact swift and appropriate punishment for violations of school policies. Please use the following guidelines unless appropriate otherwise.

   1. Severe Problem

      a. Immediate Expulsion and In the case of an emergency Police Action (911) or Campus Security (division of public safety (813)974-2628).

   2. Repeated Act (act from similar violation category):

      a. 1st Violation-Verbal Warning Discussing

         i. -the problem

         ii. -ways member can amend problematic behavior

         iii. -potential future action

      b. 2nd Violation-Officer Verbal Meeting Discussing:

         i. -the problem

         ii. -ways member can amend problematic behavior

         iii. -potential future action

      c. 3rd Violation-Brief Expulsion:

         i. -Student will be made aware of the problem

         ii. -Student will be expelled from immediate student activities.

   d. 4th Violation-2 Year Expulsion:

         i. - 2 year expulsion from all organization activities and warning letter will be sent out to other related organization.

3. Different problem behavior (Repeated Problematic Acts from Different Categories of violation):

   a. 1st Violation-Warning: Verbal Warning discussing…

      i. -the problem

      ii. -ways member can amend problematic behavior

      iii. -potential future action
b. 2\textsuperscript{nd} Violation-Warning: Verbal Warning discussing…
   i. - the problem
   ii. - ways member can amend problem behavior.
   iii. - potential future action

c. 3\textsuperscript{rd} Violation-Warning: Written Warning discussing
   i. - the problem
   ii. - ways member can amend problematic behavior
   iii. - potential future action

d. 4\textsuperscript{th} Violation-Warning: Student will be expelled from immediate three organization activities

e. 5\textsuperscript{th} Violation-Expulsion: 2 year expulsion from all organization activities and warning letter will be sent out to other related organization.

4. Dues/Fees:
   A. Membership in the organization is based on the payment received to USF based on some or all of the following listed fees: for registered and active classes, lab and material fees, activities and services flat fee, student union fee, off campus fees, etc.

5. Quorum:
   A. Voting on issues of organization structuring, designing, creation, abstraction, and removal shall be based on the decision made in each circumstance by at least 2 officers. Only one officer is required in opposition for review by others.
   
   B. The Constitution may be amended by any organization officer upon a unanimous decision of all officers and specific designation of topic to be amended and must be resubmitted to the Student Government Activities and Services.

6. Officer Description:
   A. President:
      a. The president shall be the chief executive officer
      b. The president shall spearhead all meetings and events, and have the authority to appoint the alternative representative in case of absence.
      c. Vacancies in offices will be filled by appointment of the President with approval of the general membership.
      d. The president, with approval of the executive board, and the consensus of the BHSO members, will appoint all committee chairpersons
      e. The president will be responsible for treasurer purchases, etc in the event of the treasurer’s absence.
      f. The president will be primarily responsible for collaboration with the faculty advisor.
B. Vice President
   a. The vice president shall be the parliamentarian for the organization.
   b. The vice president shall assume the duties of the president should the office become vacant, or in the absence of the president.
   c. The vice president will be responsible for assisting the president with scheduling programs and all other activities.
   d. The vice president will perform duties as directed by the president.

C. Treasurer
   a. The treasurer shall be primarily responsible for all purchases using organization funds (secondarily the president).
   b. The treasurer shall keep a current record of expenditures, deposits, & all financial transactions using organization accounts.
   c. The treasurer shall develop quarterly reports of all financial transactions and report status to the officials
   d. The treasurer will correspond with the financial sector of the Student Government;
      i. And be the primary officer responsible for the submission of budget forms and any other required documentation by the financial offices of the Student Government & the Center for Student Involvement.

D. Secretary:
   a. The secretary shall be responsible for keeping the minutes of all meetings and the meetings of the executive board.
   b. The secretary will provide a copy of the minutes for all members via Blackboard, email, etc.
   c. The secretary shall maintain a complete and accurate account of attendance (member sign-in sheets from all events and general assembly meetings).
   d. The secretary will be responsible for managing the BHSO Facebook page & developing/maintaining the official USF website.

E. Public Relations Officer
   a. Will be the principle officer responsible for promoting, marketing, and recruiting for BHSO interests and events.
   b. Will be the primary interface between the public and the BHSO org, personnel and events:
      i. Media
1. Will use any mediums deemed appropriate by the executive office such as all Marshal Student Center resources available to the officer & the BHSO website to promote BHSO interests, events, & ideas as well as recruit members and solicit participation.

2. Will work to create or maintain most beneficial forms of communication with prospective BHSO members (all students) and the greater Tampa Bay community when necessary.

   ii. Speaking and Presenting

   1. Will speak at interviews, press conferences, and presentations deemed appropriate by BHSO executive board.

   2. BHSO executive board decides what material and information is appropriate to convey to either prospective members or the greater public.

   c. Will maintain a professional appearance in representing the organization.

7. Election Process:
   a. Officers other than the president may be designated by the acting president
   b. Officers can be nominated by another officer
   c. All officers will be approved by an election process in front of a general assembly of organization members.
   d. All appointed officers will be expected to serve for one year.
      i. Officer Placement:
         1. Officers are appointed by the president when positions are vacated. If the president removes an officer the vice president will chose the person to replace the removed officer.

8. Removal of Officers:
   a. If there is a possibility that an officer will be removed all officers will meet to discuss this option. Officers can be removed by a unanimous vote by all other officers.

9. Advisors:
   a. The student organization advisor is chosen by the leadership/membership. Advisors will be chosen based on interest in the organization.
   b. There is no term length for advisors
   c. Advisor duties consist of advising the organization on best practices for the organization in its pursuit of its goals
d. There is no specified requirement for a faculty advisor position, other than a consensus agreement among officers.

e. The process to impeach a faculty advisor will require a unanimous vote by the official officers.

f.  

10. Meetings:

a. Officers will meet based on organization work load:
   i. General meeting will be held at least twice a year.
   ii. Officer meetings will be held at least twice a year.

b. Additional meetings may be needed. All Meetings will be made known to all officers as well as the content of the meeting, and its purpose.

11. Rules of Order:

a. The president will adjourn the meeting

b. The secretary will be responsible for member sign-in sheets and recording attendance

c. The Treasurer will report any business news first:
   i. Status of the financial accounts
   ii. Record of past expenditures since the last meeting
   iii. Expected financial expenditures upcoming

d. Secretary will report a brief review of what occurred during the last meeting

e. Any uncompleted business should be attended to prior to moving on to new business

f. Each officer will be expected to discuss their progress in their respective roles and responsibilities.

g. Any new business will be addressed opening up the floor to all officers to contribute including but not limited to:
   i. Scheduling of events
   ii. Requests to participate in events
   iii. Any contributions with regards to expenditures

h. The president will call for the end of the meeting and may schedule the next meeting if necessary

12. Amendments:

a. Amendments and Revisions to the constitution must be reviewed by the Center for Student Involvement once adopted by the organization.

b. The Constitution may be amended by any organization officer upon a unanimous decision of all officers and specific designation of topic to be amended and must be resubmitted to the Student Government Activities and Services.
13. Hazing:

a. “This organization prohibits its members, both individually and collectively from committing any acts of hazing as defined herein:

“Hazing” as defined by §1006.63, Florida Statutes, means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of a postsecondary institution, regardless of a person’s willingness to participate. "Hazing" includes, but is not limited to, pressuring or coercing the student into violating state or federal law; any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance; or other forced physical activity that could adversely affect the physical health or safety of the student; and also includes any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student. Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.

In addition to Florida Statutes §1006.63, hazing as defined by the USF system also includes, but is not limited to, the forced use of alcohol; morally degrading or humiliating games and activities; physical and psychological shocks; deception; verbal abuse; personal servitude; kidnapping; deprivation of privileges granted to others in the organization by use of force or duress; and any other activities which are contrary to academic achievement, the stated purpose of the local and/or (inter)national organization, and/or the mission, policies or regulations of the USF system or applicable state law.”

14. Organization Agreement:

a. Organization agrees to abide by Florida State Statute #1006.63 regarding hazing. Furthermore, agrees to abide by all Center for Student Involvement policies as outlined in the student handbook, to check the organization’s mailbox regularly, to communicate via email upon request, and to update the organization’s records whenever there is a change.