# Constitution of The Human Side of Healthcare

## Article I—Organization Name

The name of this organization shall be *The Human Side of Healthcare*, also known as *The Human Side or HSH (for short)*.

## Article II—Mission and Goals

### Section 1: Mission

The mission of *The Human Side* is *to create an inclusive, student-led community that emphasizes the human side of healthcare and wellness. The organization aims to:*

1. *Promote empathy, compassion, and ethical reflection within healthcare-related fields.*
2. *Foster interdisciplinary collaboration among students from diverse academic backgrounds.*
3. *Provide educational programming, discussions, and service opportunities centered on human-centered care.*
4. *Encourage personal and professional growth through leadership, advocacy, and community engagement.*

### Section 2: Goals

*1. Promote human-centered care*

*To emphasize empathy, compassion, and ethical awareness as essential components of healthcare and wellness.*

*2. Foster interdisciplinary collaboration*

*To bring together students from diverse academic backgrounds (including healthcare, psychology, public health, social sciences, and related fields) to engage in meaningful dialogue and learning.*

*3. Encourage reflection and personal growth*

*To provide spaces for students to reflect on identity, purpose, and the human experience within healthcare and caregiving roles.*

*4. Provide educational programming*

*To host discussions, workshops, and events that explore the social, emotional, and human dimensions of health and illness.*

*5. Support community engagement and advocacy*

*To participate in service and advocacy initiatives that prioritize dignity, equity, and respect for individuals and communities.*

*6. Develop student leadership*

*To cultivate leadership skills rooted in empathy, accountability, and collaboration.*

### Section 3: Governing Authority

All activities and functions of the organization must be legal under University, College, local, state, and federal laws. The most recent version of the UCF Golden Rule and policies and procedures will supersede all requirements set forth during the creation and revision of this constitution. In addition, the most recent version of Robert's Rules of Order shall be the authority over those questions which have not been specified by university regulations or this constitution. Within this constitution, a majority shall be defined as "more than 50%."

## Article III—Membership

### Section 1: Membership Statement

Membership in this organization is limited to any student who is paying Activity and Service Fees and is currently and/or continuously enrolled at the University of Central Florida. No discrimination shall be made on the basis of race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identity, gender expression, or veteran status. Hazing will not be allowed as a condition of membership in this organization.

### Section 2: Additional Membership Requirements

*Members are expected to actively participate in meetings and events, uphold a respectful and inclusive environment, and support the organization's mission of promoting human-centered care.* Members must pay dues as per Article IX; Members must attend *530%* of membership meetings within the current semester. Together with Article III, Section 1, these additional requirements define what it means to be an "active student member."

### Section 3: Recruitment

Recruitment shall take place throughout the year and membership is open at all times.

### Section 4: Voting Rights

Only active student members are eligible to vote.

### Section 5: Revocation of Membership

Membership may be revoked without mutual agreement for non-participation, misconduct, or violations of any provisions of the Constitution. The member will be notified in writing of the possible revocation at least 72 hours prior to the vote and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal. Membership can only be revoked upon a 2/3 affirmative vote of active student members.

### Section 6: Reinstatement of Membership

Membership may be reinstated after one full semester has passed. The former member may submit a request for reinstatement to the President. At the next membership meeting, the organization must vote on the reinstatement request. Membership may be reinstated by a 2/3 affirmative vote by active student members.

## Article IV—Officers

### Section 1: Eligibility

Potential officers must meet the minimum eligibility requirements of active student membership (Article III, Sections 1 and 2). All officers of the organization shall possess (at the time of election and during their term) at least the minimum requirements regarding enrollment hours, GPA, academic and disciplinary standing, and financial and disciplinary holds to serve in a leadership position, as stated in the most recent version of the Golden Rule of the University of Central Florida. Officers who do not meet these requirements during their term shall be resigned or removed.

### Section 2: Additional Eligibility Criteria

*Officers must be currently enrolled UCF students in good academic standing, actively participate in meetings and events, and support the organization's mission. Officers are expected to fulfill their duties responsibly and communicate effectively with members and advisors.*
Potential officers must have been active student members for at least two consecutive semesters, including the semester of their nomination and election. The requirements of this section may be waived by a 2/3 affirmative vote of active student members, prior to nominations and elections.

### Section 3: Officer Requirements

Officers must attend *75%* of all officer meetings, membership meetings, and events unless they have an excused absence. Absences can be expunged by a 2/3 affirmative vote of officers.

Section 4: Titles and Duties

The officers of this organization shall include a President, Vice President, Treasurer, Secretary, *Chair of Philanthropy, Chair of Events, Event Impact Coordinator, Chair of Fundraising, Chair of Marketing, Chair of Creativity, and HSH Ambassadors*. No officer will be permitted to hold more than one officer position at a time, unless appointed to an interim position as per Article VI, Section 3.

The President shall:

- Supervise and coordinate the activities of the organization.
- Preside over all meetings and call all meetings to order.
- Maintain communication with the Office of Student Involvement and ensure that all paperwork is current.
- Be one of three signers on financial documents.
- Be responsible for creating a budget at the beginning of each fall and spring semester, in conjunction with the Treasurer.
- Ensure that all officers are familiar with this Constitution, via a review to happen within one month of officer installation.
- Ensure that all officers are performing their duties as defined in this Constitution.
- Keep advisor informed of activities and functions of the organization.
- Be familiar with Robert's Rules of Order to conduct meetings.
- Be familiar with the Golden Rule regulations as they relate to student organizations and communicate them to the organization as needed.
- Provide all documents and records pertaining to their responsibilities to the newly-elected President.
- Assign special projects to officers.

The Vice President shall:

- Assist the President in their duties.
- Assume the President's responsibilities in their absence.
- Coordinate all conferences.
- Keep accurate records of all meetings in the Secretary's absence.
- Plan and be responsible for all retreats and training of the organization.
- Perform an audit of all financial transactions of the organization once per semester.
- Provide all documents and records pertaining to their responsibilities to the newly-elected Vice President.

- Assist in special projects as assigned by the President.

The Treasurer shall:

- Keep an accurate account of all funds received and expended.
- Present a budget report of deposits and expenditures to the membership at least once per month, and as requested by the President, Vice President, *advisor,* or Office of Student Involvement.
- Be one of three signers on financial documents.
- Be responsible for collecting dues and notifying members who are delinquent in their payments.
- Be responsible for creating a budget at the beginning of each fall and spring semester, in conjunction with the President.
- Provide financial records sufficient to allow the Vice President to perform audits.
- Provide all documents and records pertaining to their responsibilities to the newly-elected Treasurer.
- Assist in special projects as assigned by the President.

The Secretary shall:

- Notify members of meetings via e-mail and/or telephone at least 48 hours in advance.
- Keep accurate minutes and records of all meetings.
- Maintain accurate list of members and their contact information.
- Prepare the organization's Update Form to submit to OSI at the beginning of each semester, and when there are changes in organizational information over the course of the semester.
- Take attendance at all meetings and maintain an attendance record.
- Prepare ballots for elections.
- Check eligibility for potential officers, prior to annual elections.
- Keep copy of constitution and have available for members.
- Provide all documents and records pertaining to their responsibilities to the newly-elected Secretary.
- Assist in special projects as assigned by the President.

*The Chair of Philanthropy shall:*

- *Identify and secure community service partnerships*
- *Plan and coordinate all volunteer events*
- *Track member volunteer hours and service impact*
- *Maintain relationships with nonprofit partners*
- *Report service statistics at board meetings*

*The Chair of Events shall:*

- *Plan social mixers, game nights, and bonding activities*
- *Coordinate study sessions and academic support events*
- *Arrange logistics for all social gatherings (venue, food, RSVPs)*
- *Gather member feedback after events*
- *Collaborate with Marketing for event promotion*
- *Recruit guest speakers for panels and workshops*
- *Research and plan discussion topics and formats*
- *Coordinate webinar technology and materials*
- *Create educational resource packets for members*
- *Evaluate program effectiveness through member surveys*

*The Event Impact Coordinator shall:*

- *Collaborating with the Philanthropy Chair and Events Chair*
- *Assisting with planning, promotion, and post-event reflection*
- *Tracking event participation and evaluating impact metrics*

*The Chair of Fundraising shall:*

- *Plan and execute all fundraising events (bake sales, merch)*
- *Research grant opportunities and sponsorships*
- *Track fundraising goals vs. actual revenue*
- *Coordinate with the Treasurer for financial transactions*
- *Maintain fundraiser inventory and sales records*

*The Chair of Marketing shall:*

- *Manage all social media accounts and content calendar*
- *Create event promotions and member spotlights*
- *Grow club's online following and engagement*
- *Coordinate tabling events and flyers*
- *Analyze social media metrics and report to the board*

*The Chair of Creativity shall:*

- *Design all infographics, flyers, and promotional graphics*
- *Develop and maintain consistent club branding*
- *Create social media visuals and templates*
- *Produce event signage and tabling materials*
- *Collaborate with Chair of Marketing on visual content strategy*

*The HSH Ambassadors shall:*

- *Table at campus events and tabling opportunities*
- *Share resources and educational materials*
- *Engage peers in conversations about empathy and patient stories*
- *Promote upcoming HSH events*
- *Recruit and onboard new members*
- *Staff service projects and reflection workshops*
- *Collaborate with other RSOs and campus partners*

Section 5: Voting Rights

All officers shall retain voting rights; however, the President shall only vote in the case of a tie, with the exception of officer elections.

Section 6: Term of Office

The length of term of office shall be no longer than one year.

## Article V—Selection of Officers

### Section 1: Announcement of Elections

The President shall, at least one meeting prior, announce the date of the upcoming nominations and elections. They shall also state the eligibility criteria (as defined in Article IV, Sections 1 and 2) and that all active student members interested in running for an office should bring written proof of eligibility to the nominations/elections meeting.

### Section 2: Nomination Process

The nomination of officers shall occur each academic year at the membership meeting held in *March*. One of the officers not running for office (preference determined by the order listed in Article IV, starting with the President) shall facilitate the nomination and election process at this meeting. If this is not possible, the facilitator will be selected by a majority vote of active student members.

Any active student member present may nominate someone or themselves for office by verbally nominating the individual during this procedure. However, the nominee must be considered

eligible for an officer position (as defined in Article IV, Sections 1 and 2 as verified by the Secretary). Absentee/proxy ballots are not permitted in the nomination process.

### Section 3: Election Process

The election of officers shall occur at the membership meeting held in *March*. The order of elections shall be: President, Vice President, Treasurer, Secretary, *Chair of Philanthropy, Chair of Events, Event Impact Coordinator, Chair of Fundraising, Chair of Marketing, Chair of Creativity, and HSH Ambassadors*. The organization may not proceed to the election of the next officer until the current one has been resolved.

The nominated candidates for each office will be given a chance to address the organization to discuss their qualifications and reasons why they should be selected to that office. Candidates will speak to the organization in alphabetical order by last name. Once each candidate for that office has had the opportunity to speak, all active student members present (minus the nominations/elections facilitator described in Section 1 above) will have the opportunity to vote by secret ballot. Absentee/proxy ballots are not permitted in the election process.

The nominations/elections facilitator will tabulate all votes immediately, in the presence of the organization. A candidate shall be elected by a majority of all votes cast by active student members. If no candidate receives a majority of votes, the top two candidates will immediately enter into a run-off election. In the event of a tie, the nominations/elections facilitator shall cast a vote to break the tie.

The nominations/elections facilitator will announce the new officer and ask if any active student member contests the count. If no active student member contests the count, the new officer shall take office as per Article V, Section 4. If an active student member contests the count, each candidate may select an active student member to supervise the recount. The nominations/elections facilitator will immediately recount all votes in the presence of the selected representatives. Once an officer is confirmed, the organization will proceed to elections for the next officer.

### Section 4: Installation of Officers

Newly elected officers shall take office immediately following the membership meeting in *April* and their term will end immediately following the membership meeting the next *April*. Current officers should assist in the transition and training of the officers-elect, from elections until

installation. A change in officer information should be reported to the Office of Student Involvement, via Update Form, within 10 school days of installation.

### Section 5: Re-election

Any officer may be re-elected; however, not for more than two consecutive terms in the same officer position. Officers cannot reappoint themselves for a subsequent term, they must be re-elected as described in Article V.

## Article VI—Officer Vacancies

Section 1: Removal of Officers

Leadership may be revoked without mutual agreement for non-participation, misconduct, failure to fulfill job duties, or violations of any provisions of the Constitution. The officer will be notified in writing of the possible removal from office at least 72 hours prior to the vote and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal. Any officer may be removed from office upon a 2/3 affirmative vote of active student members. The removed officer shall provide all documents relating to the organization and brief their replacement of current projects in their care.

### Section 2: Resignation

Officers no longer wishing to serve on the board must submit their resignation to the President (or Vice President if the President is resigning) and advisor at least two (2) weeks in advance. Prior to the officer's final day they shall provide all documents relating to the organization and brief their replacement of current projects in their care.

### Section 3: Filling Vacant Officer Positions

In the event an officer (besides President) is removed or resigns, the remaining officers will decide if the position is to be filled. If it is to be filled, the nomination and election process as stated in Article V will take place at the next membership meeting. The officers may appoint an interim officer to serve in the vacant position until the next membership meeting.

If the President is removed or resigns, the Vice President will assume the role of President upon a majority confirmation of the remaining officers. If not confirmed, the position of the President will be filled as per the paragraph above.

Each newly elected officer's term shall end at the annual installation of officers in *April*. A change in officer information should be reported to the Office of Student Involvement, via Update Form, within 10 school days of the election.

## Article VII—Meetings and Events

### Section 1: Membership Meetings

The membership should meet *at least once per month* during the fall and spring semesters. Meetings are open to those defined in Article III, Section 1, and officers (except the President, unless otherwise stated) and active student members (unless otherwise stated) are allowed one vote per motion. The quorum required to conduct business is a majority of the officers and organization's active student members. Unless otherwise stated in this constitution, a motion is considered passed with a majority vote.

### Section 2: Officer Meetings

The officers should meet *at least twice per month* during the fall and spring semesters. Meetings are open to those defined in Article III, Section 1, and officers (except the President, unless otherwise stated) are allowed one vote per motion. The quorum required to conduct business is a majority of the officers. Unless otherwise stated in this constitution, a motion is considered passed with a majority vote.

### Section 3: Calling Meetings

The President will be in charge of calling meetings and the Secretary will be responsible for notifying all members and/or officers at least 48 hours in advance, by e-mail and/or telephone. A majority vote of the officers or active student members may also call a meeting.

### Section 4: Meeting Procedure

The President shall use their discretion as to the manner and process in which they preside over meetings. However, the President shall follow Robert's Rules of Order in a given meeting if 2/3 of the active student members so request.

### Section 5: Events

Events shall be held periodically during the fall and spring semesters. Events are open to those defined in Article III, Section 1. The President will be in charge of calling events and the Secretary will be responsible for notifying all members at least 48 hours in advance, by e-mail and/or telephone.

## Article VIII—Advisor

### Section 1: Selection

Advisors serve in a voluntary capacity and are **strongly encouraged,** not required by the University for General Student Organizations.

If the GSO does not have an advisor, the organization assumes full responsibility for all its operations, including decision-making, compliance, and financial management.

### Section 2: Role and Authority

The advisor shall serve as a mentor to the organization, providing guidance to the officers and members in the development and implementation of programs and activities, as well as UCF and Valencia College policy and procedure. Additionally, the advisor will monitor expenditures of the organization. The advisor has no voting rights. The advisor must be willing to obtain an appropriate level of experience, resource information, and knowledge related to the mission, purpose, and activities of the organization.

### Section 3: Length of Term

The advisor has no term limit as long as they remain a contracted UCF or Valencia College employee.

### Section 4: Removal and Replacement of Advisor

The advisor will be notified in writing of the possible removal at least 72 hours prior to the vote and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal. Upon a majority vote of active student members, the advisor will be removed from their duties. In the event that an advisor is removed or resigns, a new advisor shall be elected within 15 school days. A change in advisor information should be immediately reported to the Office of Student Involvement and/or Student Engagement (Downtown), via Update Form.

## Article IX—Finances

### Section 1: Membership Dues

Membership dues shall be $*20* per year or $*10* per semester. Membership dues will be collected by the Treasurer during the fall and spring semesters only. All active student members, including officers, are required to pay membership dues. Full or partial refunds can only be granted upon a 2/3 affirmative vote of the officers.

### Section 2: Budget Approval

The Treasurer (in conjunction with the President) shall create a budget for the fall and spring semesters. The officers and active student members must approve the budget within the first month of each semester. New expenditures, above $30, not approved in the semester budget must be approved by a vote of the active student members.

### Section 3: Financial Authority

For the protection of the organization and its officers, it is required that two authorized persons approve all monetary transactions. Only the President, Treasurer, and Advisor can be signers with the organization's financial institution. Organizational funds may be spent on items such as office supplies, events and activities, publicity, travel expenses, and conference fees, but will not be used for anything illegal under University, local, state, and federal laws. All funds must be deposited within 24 business hours after collection.

### Section 4: Officer Transition

It shall be the responsibility of all account signers to change contact information, as well as assist in the update of new account signatures with the organization's financial institution after each election. In addition, it is the outgoing Treasurer's responsibility to compile and present all banking documents and information about the previous and current budget to the new Treasurer.

### Section 5: Dissolution of Organization

In the event that the organization ceases to exist, any funds remaining in the organization's account shall be donated to:

*Give Kids the World*
*210 S Bass Rd, Kissimmee, FL 34746, United States*
*407-396-1114*

## Article X – External Affiliations

The rules and regulations of the external affiliate shall be followed when not inconsistent with the rules and regulations of this Constitution and University of Central Florida, the Board of Trustees, the Florida Board of Governors, the State of Florida.

*This student organization is an independent entity and is not affiliated with, endorsed by, or officially connected to any external institution, organization, or entity.*

## Article XI – Committees

Committees may be formed by a vote of officers or active student members. At the time of formation, the process for committee member selection, chair selection, committee and chair responsibilities must also be approved. Committees may be dissolved by a vote of officers or active student members.

## Article XII—Publications and Advertising

### Section 1: Compliance

All graphics and publicity of the organization must comply with the Golden Rule, Event Policies, Student Union and other building guidelines, and the UCF University Marketing Graphic Standards.

### Section 2: Approval

The Secretary and President must unanimously approve all graphics and publicity (e.g., shirts, flyers, and other forms of advertising/marketing) prior to duplication and distribution.

## Article XIII—Ratification and Empowerment

### Section 1: Ratification

This constitution will become ratified by a 2/3 approval of the officers of the organization.

### Section 2: Empowerment

This constitution will take effect only after it is approved by the Student Government Association and Office of Student Involvement.

## Article XIV—Risk Management

### Section 1: General

The organization will follow all risk management guidelines and procedures as provided by Office of Student Involvement or other university/college entities, in regards to organizational activities, event planning, and group travel. Additionally, officers of the organization will continually review organizational procedures in attempt to minimize any potential risks.

## Article XV—Amendments

Amendments to the constitution must be proposed in writing to the President. The amendment must then be presented to the organization during a membership meeting and should include a full explanation and/or rationale for the amendment. The amendment must be voted on at the following membership meeting and approved by a 2/3 affirmative vote of active student members. All amended constitutions must be submitted to the Office of Student Involvement within two school weeks. The amendment shall not take effect until approved by the Office of Student Involvement.

History of Constitution
Created: *03/26/2026*
Revised: *DO NOT ENTER A DATE HERE, this is for constitution changes in the future, AFTER initial constitution approval*