ARTICLE 1: AMBASSADOR PROGRAM NAME
The name of this ambassador program shall be – Awareness Wellness Ambassadors Reaching Everyone (AWARE).

ARTICLE 2: PURPOSE
The purpose of AWARE is to serve as an undergraduate ambassador program for the University of Florida Counseling and Wellness Center and establish a campus environment supportive of healthy lifestyles, mental health awareness, and emotional and physical wellness through outreach initiatives.

ARTICLE 3: GOALS

- Educate the campus about the resources and services offered at the Counseling and Wellness Center
- Offer programs that focus on the awareness and prevention of mental illnesses
- Provide current and accurate information on mental, emotional and physical wellness
- Provide tips and skills for establishing healthy lifestyle behavior
- Reduce/remove the stigma towards seeking mental health resources and services
- Offer tips and tools to obtain campus-wide mental, emotional and physical wellness (which will ultimately enhance academic and/or work performance)

ARTICLE 4: MEMBERSHIP REQUIREMENTS

Section I. ELIGIBILITY AND PROCEDURES

a A member of AWARE must be an undergraduate student at the University of Florida (UF).
b No hazing or discrimination will be used as a condition of membership in this ambassador program.
c No undergraduate UF student may be denied membership on the basis of race, gender, religion, creed, age, sexual orientation, national origin, marital status, parental status, or disability.
d Applications will be reviewed and individuals may be invited for an interview based on the application. Individuals who are selected to become members of AWARE will then be required to complete member training.

Section II. MEMBERSHIP REQUIREMENTS

a Membership is entirely voluntary.
b Members are expected to attend all meetings. Members must contact the Secretary 24 hours in advance if they are unable to attend a meeting.
c Members are expected to participate in campus-wide AWARE activities.
d Members are expected to attend all trainings.
Each semester, members are expected to complete at least 4 volunteer events towards AWARE activities, including but not limited to providing AWARE presentations, participating in campus-wide events or public relations activities.

Members must maintain a minimum GPA of 2.75.

○ The CWC Faculty Advisor will conduct GPA verification at the conclusion of each semester.

Section III. DISCIPLINARY ACTION FOR MEMBERS

The CWC Faculty Advisor and/or the AWARE Coordinator of the University of Florida Counseling & Wellness Center reserve the right to take disciplinary action without mutual agreement for misconduct, non-participation, engaging in unethical or unprofessional behavior or violations of any provisions of the Constitution.

Disciplinary actions for members are as follows:

● First Violation-Member will be issued a formal written warning
● Second Violation-Meeting with the CWC Faculty Advisor

If a member violates three of the provisions in the constitution during a semester, membership may be revoked. Revocation of membership will be valid for one full semester. At the conclusion of that semester, the individual may reapply, but there is no guarantee of acceptance.

ARTICLE 5: OFFICERS

Section I. ELIGIBILITY

a Membership will be encouraged to nominate someone or themselves for officer positions prior to elections.

b Members considering running for an officer position should begin talking to the current position holder prior to elections. After learning about the position they are considering, the member must turn in a letter of intent to the AWARE Coordinator prior to officer elections. The letter of intent must include:

○ The member’s name
○ An explanation of their interest in the position
○ The signature of the officer currently holding the position (to verify that the member is aware of what the position entails).
○ Reason for running for the particular office
○ Qualities beneficial to the office
○ Barriers to fulfilling the duties of office, if applicable

c Officers are expected to attend all general member meetings and leadership team meetings. An officer is allowed a total of 3 absences per semester and must notify the Secretary of the absences 24
hours prior to the meeting time. Officers are expected to be on time (no more than 10 minutes late to a meeting).

Section II: TITLES AND DUTIES

a. Director of Recruitment and Elections
   o Coordinates AWARE membership recruitment including: notifying UF undergraduate students of upcoming opportunities to apply for AWARE membership, facilitating tabling, marketing and advertising for potential members
   o Leads the membership application review process and coordinates and leads new officer election process
   o Presents at AWARE member training activities

b. Director of Internal Programming
   o Presides over meetings and/or AWARE sponsored events in the absences of the AWARE Coordinator
   o Coordinates planning and implementation of AWARE training program, including at least one retreat, and works closely with AWARE coordinator in this process
   o Presents at AWARE member training activities

c. Director of External Programming
   o Promotes AWARE organization as well as upcoming AWARE sponsored activities and publicizes AWARE presentations to various student organizations
   o Actively seeks opportunities to reach out to students. Examples of how this may be accomplished include approved weekly/monthly Social Media posts, seeking opportunities to co-sponsor/collaborate with student organizations on campus, etc.
   o Presents at AWARE member training activities

d. Secretary
   o Keeps minutes at all formal meetings and e-mails minutes to all members within 48 hours of the meeting
   o At the end of each month, submits a summary of member volunteer hours to AWARE Coordinator
   o Maintains records documenting member attendance at meetings and events, as well as required volunteer hours

Section III. SELECTION OF OFFICERS

a. Elections are to be held in the first week of March.

Updated 3/2013
b All candidates will give a two-minute speech/presentation conveying why they are the best candidates for the position and what they will do to improve or enhance the AWARE ambassador program. All candidates will leave one minute for questions.

c Officers are chosen by a majority vote of the membership. Only those present at the meeting will be able to vote for the new officers’ positions.

d The AWARE Coordinator will tally the votes and notify the new officer applicants of the results of the vote.

e Quorum requirements for voting purposes are two-thirds of the active membership.

f The new leadership team will shadow the current leadership team at one general meeting and one leadership team meeting. The current leadership team will guide the new leadership team as they lead their first general and leadership team meeting.

g The out-going leadership team will provide feedback and assist with the transition of new officers.

h All officers are strongly encouraged to be available for contact during the summer in order to prepare for the upcoming school year.

Section IV. DISCIPLINARY ACTION FOR OFFICERS

The CWC Faculty Advisor and/or AWARE Coordinator reserve the right to take disciplinary action without mutual agreement for misconduct, non-participation, engaging in unethical or unprofessional behavior or violations of any provisions of the Constitution.

**Disciplinary actions for officers are as follows:**

- First Violation-Member will be issued a formal written warning
- Second Violation- Meeting with the CWC Faculty Advisor and the AWARE Coordinator
- Third Violation-May be removed from officer position, but will remain a member of AWARE

If an officer violates 3 of the provisions in the constitution during a semester, membership may be revoked. Revocation of membership will be valid for one full semester. At the conclusion of that semester, the individual may reapply for membership but will be ineligible to obtain another AWARE officer position and there will be no guarantee of re-acceptance.

Section V. OFFICER VACANCIES

a Removal of Officers: The offense of the officer in question must be discussed with the AWARE Coordinator before any action is taken for removal. The AWARE Coordinator, in consultation with other leadership team members as well as the CWC Faculty Advisor, may remove an officer for
more than three offenses. Examples of offenses include but are not limited to, lack of participation in AWARE, failure to comply with responsibilities of executive position and inappropriate, unethical, and/or unprofessional representation of the CWC or AWARE at campus-wide events. Said officer will be notified of the offenses by the AWARE Coordinator, and will be permanently removed from their office on the leadership team of AWARE.

b Officers may resign if they are unable to fulfill the duties required of the position. Officers must give two weeks’ notice of resignation to the AWARE Coordinator.

c If the remainder of the term of the vacant office is for a period of less than two months, the AWARE Coordinator may appoint an active member who is in good standing and demonstrates the ability to carry out all officer duties and take on all responsibilities of the position.

d If the remainder of the term of the vacant office for a period greater than two months, an announcement of the vacant position will be made to the general AWARE membership. Any active member of AWARE may contact the AWARE Coordinator to notify them of their intent to apply for the position. The leadership team will then interview applicants for the officer position and will consult with the AWARE Coordinator about their decision for the new officer. After a final decision has been made, the leadership team will announce the appointment of the new officer to the general membership. A vote of confidence with a 2/3 majority is obtained from the general AWARE membership.

ARTICLE 6: MEETINGS

Section I. Meetings are held every Wednesday evening between 5:30 p.m. - 6:30 p.m. Leadership Team meetings will be held as needed. Minutes will be sent to the members via e-mail within 48 hours of each meeting. Members who miss the meetings should notify the leadership team and/or AWARE Coordinator of their absence and their reason for not attending the scheduled meetings.

Section II. Volunteer hours may be given to members who participate in any AWARE activities. These hours must be reported to the AWARE Secretary by a specified date.

Section III. The agenda for any regular meeting shall be sent out for review at least 48 hours prior to the meeting and sent to the CWC Faculty Advisor.

ARTICLE 7: AWARE Coordinator

The Coordinator shall advocate for the overall success of AWARE and has the following duties:

a Presides over general and executive meetings, keeps CWC Faculty Advisor informed on AWARE concerns/events. Attends all AWARE sponsored events. Sits on Interview/Selection Committee. Provides presentations at AWARE training events.
b  Responsible for providing training materials, which are accurate and current regarding all aspects of emotional wellness.

c  Reviews all letters, fliers, and any other materials distributed by AWARE

d  Attends all AWARE weekly general meetings and leadership team meetings.

e  Supervises copying of all AWARE materials at the CWC.

f  Meets weekly with the CWC Faculty Advisor and on an as needed basis to discuss all AWARE activities.

**I indicate that I have read and understand the above terms and conditions. By signing below, I agree to be bound by the terms and conditions of this constitution.

___________________________________________
Print Name                  Date

___________________________________________
Signature                  Date