

# Student Organization Constitution

## **ARTICLE I: ORGANIZATION NAME:**

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The name of this student organization will be Student Organization.

## **ARTICLE II: PURPOSE AND GOALS**

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**SECTION I:** The purpose of our student organization shall be to educate the world about pls.

**SECTION II:** The goal of our student organization is to foster a sense of school pride in students by sharing the knowledge of our school and study body through various meetings and programs.

## **ARTICLE III: MEMBERSHIP**

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### **SECTION I: ELIGIBILITY STANDARDS, AND REQUIREMENTS**

Membership in our student organization shall be open to any and all student, faculty, and staff at Sam Houston State University. Active membership shall be determined by having an interest in being a Bearkat and the students who attend SHSU.

### **SECTION II: EXECUTIVE BOARD POSITIONS**

All elected positions should be in good academic standing with Sam Houston State University and maintain above a 2.0 GPA.

**President** – The President shall have the power to establish and maintain operation procedures of the student organization, call meetings, and answer for all actions of the other officers. The President shall be able to vote in all decisions affecting the club.

**Vice President** – The Vice President shall assist the President with all administrative duties and assume those duties in the absence of the President. The Vice President will be the head of the Events Committee.

**Secretary** – The Secretary shall keep accurate and detailed records of all meetings and affairs, send/transmit all official student organization correspondence, and coordinate preparation and distribution of club flyers, handouts, and publications.

**Treasurer** – The Treasurer shall receive and distribute student organization funds upon the authorization of the President, in accordance with the financial rules and regulations of Sam Houston State University and the laws of the State of Texas. The Treasurer will make financial reports at all Executive Board meetings, and at the General Body meetings of the student organization and its fundraising activities. The Treasurer will be the head of the Financial Committee

### **SECTION III: ADVISOR EXPECTATIONS**

The Advisor will serve as a mentor to our student organization and work closely with the Executive Board to oversee the functions of the organization. The Advisor will oversee the transition of the Executive Board when the time comes for elections and will serve as a voting member in all disciplinary procedures and constitution amendments. The Advisor will complete all mandatory trainings assigned to them by the university in a timely manner.

### **SECTION IV: COMMITTEES**

**Executive Board Committee** – The Executive Board Committee is comprised of the President, Vice President, Secretary, Treasurer, and Advisor. Executive Board members are voted in based on the procedures written in Section V: Elections. The head of the Executive Board is the President. The President will call meetings with the committee to ensure duties of all positions are completed.

**Financial Committee** – The committee is comprised of members who have volunteered to sit on the committee and have been voted in by the Executive Board. The head of the Financial Committee is the Treasurer. The Treasurer will call meetings with the committee to ensure that financial records are accurate and financial responsibilities are being met.

**Events Committee** – The Events committee is comprised of members who have volunteered to sit on the committee and have been voted in by the Executive Board. The head of the Events Committee is the Vice President. The Vice President will call meetings with the committee to ensure that events are planned and executed properly.

### **SECTION V: ELECTIONS**

The Executive Board shall be elected by the members of our student organization to serve a term of one year. Elections shall be held at the first General Body meeting of the semester.

The Executive Board shall be elected by secret ballot. The term of office for all positions shall begin upon completion of finals and end on the same day of the following year.

Nominations of candidates for Executive Board positions shall be nominated from the floor of the meeting by any member. Nominees for officer positions must be student organization members.

Voting shall take place after the close of nominations for each position. Executive Board members shall be elected by a majority vote of those member present, provided quorum is met. (See Article IV, Section III.)

## **SECTION VI: DISCIPLINARY PROCEDURES**

Any member may be removed from membership for violation of the purposes of the organization by a two-third vote of the membership. All members must be notified of this pending action at least one week prior to the removal decision. Written charges by a member are to be presented to the Executive Board, who will notify the member in question with sufficient opportunity given for the member to answer charges at a meeting of the membership. Voting for removal from membership is to be done by secret ballot. The member in question must be notified immediately of the outcome of the vote.

## **ARTICLE IV: MEETINGS**

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### **SECTION I: TIME FRAME**

General Body meetings shall be held twice a month, with additional meetings called by the President, as needed. Notice of additional meetings must be given to all club members in the timeliest manner possible, usually no less than one week out. The official means of notifying members shall be agreed upon at the first meeting held after the election of the President. General Body meetings will last one hour.

Official notice of the meeting at which the election of officers will take place must be provided to all members no less than two weeks prior to such meeting.

Executive Board meetings shall occur when called by the President, meeting the same time requirements as General Body meetings.

### **SECTION II: STRUCTURE**

Meetings shall be conducted using Robert's Rules of Order.

### **SECTION III: QUORUM**

Meeting quorum shall be defined as fifty percent (50%) plus one of the total of the General Body. Quorum is needed for official votes to take place.

## **ARTICLE V: FINANCIAL PROCEDURES**

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### **SECTION I: DUES**

Dues shall be charged for membership in our student organization. The amount of dues charged each year shall be determined at the first meeting of the fall semester. Yearly membership will expire on the first day of the fall semester. Membership dues can be paid during any meeting of the fall semester and shall be collected by the Treasurer.

### **SECTION II: FUNDRAISERS**

We shall, as it deems necessary, undertake fundraisers for its own purposes. All fundraising shall be conducted in accordance with Sam Houston State University policies.

## **ARTICLE VI: STUDENT ORGANIZATION POLICY & STUDENT CODE OF CONDUCT**

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Our student organization will adhere to the SAHSU Student Organization Policy and the SHSU Code of Conduct.

## **ARTICLE VII: AMENDMENTS AND ANNUAL REVIEW**

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### **SECTION I: AMENDMENTS**

Amendments to this constitution shall be adopted by a two-thirds vote of the General Body (including the Advisor).

### **SECTION II: ANNUAL REVIEW**

This constitution is subject to annual reviews by a representative of the Department of Student Involvement: Leadership & Service at Sam Houston State University.