

CONSTITUTION

Non-Traditional Student Organization

Article I. Name

The name of this student organization shall be the Non-Traditional Student Organization (NTSO).

Article II. Purpose and Goals

Section I. Purpose

The purpose shall be to be an advocate for the non-traditional student population 1) to inform the members of available services, opportunities, or news; 2) to provide encouragement to the students in their efforts; 3) to inform them of issues or events of importance; and 4) to support them as we can to reach their goals here at Angelo State University (ASU).

Section II. Goals

It is our goal to provide a voice of advocacy for the non-traditional student, to keep them informed of important issues that affect them, to provide encouragement to them to stay the course, and to serve them and the community as best we can. We will provide connections to the Student Senate and to national organizations as may be of benefit.

Article III. Membership

Section I. Eligibility

Any member of the student body who is at least 24 years of age OR has a spouse OR child OR has been married OR is a caregiver to a family member OR students who are commuting more than 35 miles per day and must be in good standing.

Section II. Membership Process

Any non-traditional students who are interested in joining the organization may join at any time during the semester provided they meet the membership criteria.

Section III. Attendance

Attendance is mandatory for office holders. Officers must be present at a majority of regular meetings; otherwise their absence will be considered excessive. Removal due to absence may be proposed at any meeting and will be done by a majority vote of the membership of any regular meeting by a quorum as defined

in Article V, Section 2.

Section IV. Removal Procedures

Any officer having excessive absences in a semester shall be subject to removal from the organization. Removal may be proposed at any regular meeting by any member. A quorum of members present at a given meeting and any two other officers must be present at the meeting.

Section V. Removal for Cause

Any member or officer may be removed for cause if deemed to be harassing, obstructing, or otherwise committing actions that are detrimental to the organization or to any other member. Such removal will be done by submitting the name and a description of the action or activity to any officer. The officer will create a note of the activity and submit the name of the individual for removal to the other officers in executive session. A majority vote of the officers is sufficient for removal of a member for cause.

Article IV. Officers

Section I. Requirements for Officers

All undergraduate student leaders must be full time students at ASU and meet and maintain a 2.00 grade point average. All graduate student leaders must be full time students and meet and maintain a 3.00 grade point average. Any student leader may be subject to removal from office by the organization and/or the organization's advisor should the student leader fail to maintain the requirements as prescribed or the duties of officer. Year round positions are from April to April.

Section II. Officers and Duties

President - In charge of communications, coordinates meeting times, prepares official paperwork and maintains deadlines, mediates meetings and keeps group focused and on track. Will work with the group to create goals for the coming year, makes sure group works to promote the mission statement, will appoint representatives to committees as needed, will maintain contact with other non-traditional organizations across the country, and keep in touch with Student Senate.

Vice President - Is in charge of membership and organization planning, programming and advertising. Will work to inform the campus community about non-traditional students, the Non-Traditional Student Organization, and the services we provide. Will assist the president with committee progress and management, will work with the Vice President of Business and Finance budget

and funding, and will be responsible for keeping the event log updated.

Vice President of Business and Finance - Non-Traditional Student Organization representative to student government meetings, is responsible for finding a suitable proxy when needed, responsible for presenting NTSO concept and budget at necessary meetings, tracks organization spending, assists with budgets. The Vice President of Business and Finance approves the ordering of all supplies for the organization.

Secretary - Takes meeting minutes, assists in design of flyers, posters, event announcements, ordering business cards, tracks office supplies and orders replacements as needed, handles correspondence (letters, thank you notes, etc.), assembles mail lists at the beginning of each semester, coordinates mailings to new students, requests mailing labels from Registrar's Office for mailings, makes sure fliers are posted in accordance with ASU policy.

Section III. Election Process

Elections shall be held at the first regular meeting during the month of April, or as close to that date as possible; a quorum must be present and a simple majority vote will win. Newly elected officers shall assume responsibility at the following meeting.

Section IV. Removal of an Officer

Refer to Article III, Section IV. An election to fill the vacancy will be held immediately.

Article V. Meetings

Section I. Regular Meetings

Regular meetings are held once a month. They are held on a Wednesday at 5:30pm, unless there is a vote to change the time.

Section II. Quorum

An ordinary quorum shall consist of 50% plus one of members present at any meeting and any two officers must be present to conduct official business. In unusual circumstances or between semesters decisions may be made in executive session by a majority of officers.

Article VI. Finances

Section I. Dues

The dues are currently \$5.00 an academic year. The dues amount may change, but the request must be presented to the membership for approval under ordinary voting as in Article V, Section II.

Section II. Banking

All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization. All funds must be deposited within 48 hours after collection. There will be a minimum of one audit of the funds per year. The auditor will be selected and approved by vote at a general meeting.

Article VII. Advisor

Section I.

The organization will have a full-time Angelo State University faculty or staff member serving as an advisor at all times.

Article VIII. Amendments and Revision

Section I.

Amendments and revisions may be made and instituted with an affirmative vote of a quorum as defined in Article V, Section 2 above.

Instituted or Amended on:

Date:

President or Vice President Signature:

Vice President Business & Finance:

Secretary:

NTSO

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