



Updated Fall 2024

SAMPLE CONSTITUTION

Section 3. Deposit and Withdrawal

Money collected by the organization will be deposited into the _____ Pack account within three (3) business days of receipt. In order to withdraw money, two signatures are required: that of the advisor and either the president or treasurer.

Article VI: Officers

Section I. Requirements for Officers

The officers must meet the following requirements: a) have at least a 2.00 cumulative GPA at the time of their election and post at least a 2.00 cumulative GPA during the term of office; b) be in good standing with the university and enrolled in at least six credit hours in a regular semester during the term of office; and c) be subject to removal from office by the organization and/or the organization's official university advisor should the student fail to maintain the requirement as prescribed in (a) and (b).

Section II. Officers and Duties

- A. **President** - shall preside over regular and executive meetings, coordinate group activities and communicate with the officers and advisor on all matters.
- B. **Vice President** - shall assist the President and preside over meetings in the absence of the President; shall coordinate recruitment and selection of new members during the year.
- C. **Secretary** - shall record and distribute minutes at all meetings and check attendance at functions. **Treasurer** - shall collect dues, pay bills, oversee other monetary transactions including fund-raising and social activities, and prepare and maintain an annual budget.

Section III. Election Process

Elections shall be held at the first regular meeting during the month of April. A quorum must be present and as simple majority vote will win. Newly elected officers shall resume 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 VII: Advisor

Section 1. Duties

- A. Give advice and suggestions on matters of interest to the organization.
 - B. Inform the President and/or the Membership when the organization may be taking an action that could violate applicable laws and/or policies.
 - C. Refrain from overriding the organization, its actions, and/or its members, with the exceptions of possible violations of University Policy, as well as violations of local, state, and/or federal laws, or in instances of severe liability exposure to the organization and University.
 - D. Verify expenditures of the organization and manage its account.
 - E. Serve on the Executive Committee, without a vote.
 - F. Assist the organization in meeting its goals.
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G. Aid in the continuity of the organization by attending meetings and by being available for advice and consultation.

H. Check grades of officers a minimum of one time in January and one time in June.

Section 2. Selection

The advisor shall be selected by the organizational membership once every two years, providing the individual selected is a full-time faculty or staff member at Texas A&M-Kingsville.

Section 3. Removal

The advisor may be removed for deliberate violations of the constitution or for failing to maintain acceptable advisor-officer-member relationships with a $\frac{3}{4}$ majority vote of the membership.

Article VIII: Committees

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