

# CONSTITUTION & BYLAWS TRAINING



By Student Involvement

# Overview

- This PowerPoint explains the elements of a student org constitution that are required by Section N of the TTU Student Handbook.
- This PowerPoint exhibits a fictional organization that was created to serve as an example of content that is required and suggested to be in an org constitution. The org exhibited in this presentation is not a real, registered TTU student organization.
- Organizations are not expected to model their constitution/bylaws word for word from this example, rather the purpose of this model is to show organizations how each article of the constitution could be articulated.
- Remember that the content in your org's constitution/bylaws should be individualized to guide your specific organization's operations.
- Additional articles can be in your constitution/bylaws; this presentation just models the required articles.
- Questions email [studentorgs@ttu.edu](mailto:studentorgs@ttu.edu)

# Required Elements

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Name & Purpose

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Membership Requirements, Selection Process, Member Accountability and Removal Process

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Anti-Discriminatory Statement

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Officer Titles & Duties (President and Treasurer Required)

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Officer Election & Removal Process

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Departmental and/or External Relationships

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Financial Procedures

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Procedures for Decision Making (Quorum and Voting)

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Faculty/Staff Advisor Selection Process & Expectations

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Parliamentary Authority (Ex: Robert's Rules of Order)

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# NAME & PURPOSE

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- **Article I - Name**

- **Section 1.** The name of the organization shall be the *Tech Bubble Blowing Society*, a student organization at Texas Tech University.

- **Article II - Purpose**

- **Section 1.** The purpose of our organization is to bring together Texas Tech students who enjoy blowing bubbles or who are interested in participating in bubble blowing competitions.



# MEMBERSHIP REQUIREMENTS

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- **Article III - Membership**

- **Section 1. Requirements.**

- a. Members must be interested in the art of blowing bubbles.
    - b. Members must represent the organization and Texas Tech University in a positive light at all times.
    - c. Members must be undergraduate or graduate students of any major.
    - d. Member are not allowed to participate in any activities or events hosted by the organization while intoxicated or under the influence of drugs.
    - e. Members must always treat their fellow members or officers with respect.
    - f. Members must uphold the Texas Tech University Ethical Principles of mutual respect, cooperation and communication, creativity and innovation, community service and leadership, pursuit of excellence, public accountability, and diversity.

- **Section 2. Anti-discriminatory Statement.**

- a. The Bubble Blowing Society does not deny or define membership on the basis of race, color, religion, national origin, gender, age, disability, citizenship, veteran status, sexual orientation, gender identity, or gender expression.

# MEMBERSHIP SELECTION

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- **Article III - Membership**
  - **Section 3. Selection Procedures**
    - a. Prospective members must first request to join the organization through our TechConnect page.
    - b. Prospective members must fill out our member questionnaire that can be found under forms on our TechConnect page.
    - c. If the above two items have been completed, and the prospective member meets Membership Requirements, then the prospective member is added as a member to the organization and is considered an active member of the organization.

# MEMBERSHIP ACCOUNTABILITY & REMOVAL PROCESS

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- **Article III - Membership**

- **Section 4.Accountability & Removal Process**

- a. Any member or officer can submit a member in violation of the organization purpose, requirements, constitution, or university policy to the president.
    - b. Once the president receives the violation it will be reviewed at the next executive board meeting.
    - c. If the executive board finds the violation creditable then they will schedule a time for the member to come speak to the executive board about the violation.
    - d. After the meeting with the member in question the executive board will take a vote on whether to move forward with a warning, probation or removal process.
    - e. A unanimous vote is required to move the process forward. The executive board can also identify there was no violation and there is no need to move forward with an accountability process.
    - f. If the member is not present at the meeting where the vote took place, they should be notified of the vote within 24 hours.
      - i. Warning – There is sufficient evidence to find a member in violation but not enough to warrant probation or removal. Warning will include documenting and emailing notice of warning to member.

# MEMBERSHIP ACCOUNTABILITY & REMOVAL PROCESS

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- **Article III - Membership**

- **Section 4.Accountability & Removal Process**

- ii. Probation – There is sufficient evidence to find a member in violation and the member will not be considered in good standing for a set amount of time to be determined by the executive boards. Member will not be able to vote or participate in any bubble blowing competitions during the set time period. Any dues collected will not be refunded.
    - iii. Removal – There is sufficient evidence to find a member in violation and the violation or behavior is severe enough to warrant removal. If the vote passes to move the process forward for removal a vote will be brought to the entire membership for a vote to remove or not. A two-thirds vote is required to remove a member. If the vote passes the member will be removed from the membership roster on TechConnect and not allowed to participate in any organization meeting or competitions during their time at the university. Any dues collected will not be refunded. If the vote does not pass the member will be automatically placed on probation.



# OFFICER TITLES & DUTIES

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- **Article IV – Officer Titles & Duties**

- **Section 1. Titles**

- The officers of the organization will be made up of: President, Vice- President Internal, Vice-President External, Treasurer, and Secretary.

- **Section 2. Duties**

- President duties include:
      - i. Overseeing and running regular, executive, and special meetings.
      - ii. Serve as the liaison to the advisor and the university administration.
      - iii. Attend bi-monthly meetings with the organization advisor.
      - iv. Manage member violation report process.
    - Vice President Internal duties include:

# OFFICER ELECTIONS

## Article V – Officer Election & Removal Process

- **Section 1.  
Officer Election  
Process**

- a. Nominations for officers will start in March of the spring semester. A member can be nominated by themselves or can be nominated by a regular member.
- b. Nominees can either accept or decline the nomination at the time the nomination is given or can wait until the end of the 2- week period.
- c. Nominations will then be open for 2 weeks.
- d. During the 2-week period, nominees can either drop or be added to the candidacy list.
- e. On the day of elections, which should be in April, nominees will give a 4-minute speech on why they are the best fit for the position, what they can contribute to the organization, and any ideas to improve the organization or the position.
- f. Voting will then only commence if quorum is met. If quorum is not met before the meeting begins, then voting will commence at the next earliest meeting time.
- g. Voting will require a two-thirds vote of all eligible voters to elect a member to a position. The vote will be conducted using a secret ballot to be tallied by the advisor.

# OFFICER REMOVAL

- **ArticleV – Officer Election & Removal Process**
  - **Section 2. Officer Removal Process:**
    - a. Any member or officer can submit an officer in violation of the organization's purpose, their position responsibilities, or constitution to the President.
    - b. If the officer in violation is the President, then the violation should be submitted to the organization advisor.
    - c. Once the president or advisor receives the violation, it will be reviewed, and a special meeting will be scheduled with the other officers to review the violation.
    - d. If the remaining executive board finds the violation creditable then they will schedule a time for the officer in question to come speak to the executive board about the violation.
    - e. After the meeting with the officer in question, the executive board will take a vote on whether to move forward with the removal process or not. A two-thirds vote of the remaining officers is required to move the process forward.
    - f. If the vote passes to move the process forward, a vote will be brought to the entire membership for a vote to remove the officer or not. A two-thirds vote is required to remove an officer from their position with an additional vote to determine removal from the organization.
    - g. If the officer is not present at the meeting where the vote takes place, the officer should be notified of the vote within 24 hours.

# DEPARTMENTAL AND/OR EXTERNAL RELATIONSHIPS

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- **Article VI – Relationship with other departments/organizations**
  - **Section 1. Departmental Relationships:**
    - a. The Bubble Blowing Society has a relationship with the College of Visual and Performing Arts. The relationship includes potential advisors, artistic guidance, and opportunities for funding.
  - **Section 2. External Relationships:**
    - a. The Bubble Blowing Society has a relationship with the National Bubble Blowing Federation. The relationship includes an annual membership that enters the organization in regional and national competitions. They also provide standardized rules and instructions on how to hold competitions.
    - b. The Bubble Blowing Society has a relationship with the Lubbock Fair at which they sponsor a community Bubble Blowing Competition.

# FINANCIAL PROCEDURES

- **Article VII – Finances**
  - **Section 1. Collection of Funds:**
    - a. Membership dues shall be collected at the first meeting in September and February.
    - b. The Treasurer shall be responsible for applying for and documenting funds from the SGA and the College of Visual and Performing Arts.
  - **Section 2. Management of Funds:**
    - a. Any costs occurred by the organization may be paid by the President or Treasurer.
    - b. All expenditures must be documented with an itemized receipt by the Treasurer.
    - c. All income must be deposited within 24 hours of receiving it. No cash is accepted only check or money orders, unless it comes from a fundraiser.
    - d. All income must be documented by a deposit slip and listed items from deposits.
    - e. Any funds donated to the organization shall be deposited into the Tech Bubble Blowing Society bank account within 24 hours of being received.
  - **Section 3. Documentation:**
    - a. Documentation of any funds spent/gained must be added to the Financial Binder and available to all members with reasonable notice.
  - **Section 4.** In the event that the organization ceases to exist, all assets shall be donated to the National Bubble Blowing Federation Foundation.



# PROCEDURES FOR DECISION MAKING

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- **Article VIII – Meetings**

- **Section 1. Quorum**

- a. Quorum will consist of a majority of eligible voters in the organization.
    - b. No business shall be conducted without the presence of a quorum when it comes to a voting meeting.

- **Section 2. Voting**

- a. All votes will be determined by a majority vote of all eligible voters in the organization unless otherwise specified.
    - b. All votes will be taken by a show of hands unless otherwise specified.

# ADVISOR SELECTION PROCESS & EXPECTATIONS

- **Article IX – Faculty/Staff Advisor**
  - **Section 1. Selection Process**
    - a. If the organization needs a new Faculty/Staff Advisor, the executive board will take nominations from the membership.
    - b. The membership will then take a vote of the nominated faculty and/or staff member to identify the top three candidates.
    - c. The executive board will meet with the top candidates in order of most votes to identify a faculty/staff member who is able to serve as an advisor.
    - d. If none of the nominated faculty or staff are able to serve as the advisor, then the executive board will speak with the Student Involvement Staff for suggestions.
  - **Section 2. Responsibilities of the Advisor.**
    - a. Provide Feedback by listening and giving perspective and insight for the organization's development.
    - b. Support the organization in crises.
    - c. Intervene when appropriate. Especially when conflicts arise between members and/or officers.
    - d. Be knowledgeable of university and/or national policies that may impact the organization.
    - e. Co-sign on expenditures such as SGA funds etc.
    - f. Provide connections to the group such as campus resources etc.

# PARLIAMENTARY AUTHORITY

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- **Article X - Parliamentary Authority**
  - **Section 1.** The Tech Bubble Blowing Society shall use Robert's Rules of Order, current edition, as its authority on parliamentary procedure.