

NTSO @ THE UNIVERSITY OF HOUSTON

CONSTITUTION

ARTICLE I - NAME

The name of the organization shall be **NTSO @ the University of Houston**. (“NTSO” is the acronym for “Non-Traditional Students”).

ARTICLE II - PURPOSE

NTSO @ the University of Houston is a registered student organization which addresses the needs and challenges of Non-Traditional Students who may be unfamiliar with the university environment. Many of these students are undergraduates who have returned to continue their education after many years or have never attended a university before. In an effort to support the transition of these students into these new surroundings, NTSO @ the University of Houston was developed to provide direction to the many resources, tools and information available on campus. The goal of this organization is to encourage and serve as a link toward the academic success of Non-Traditional students.

ARTICLE III - MEMBERSHIP

Section I – The membership of NTSO @ the University of Houston shall consists of currently enrolled University of Houston Main Campus students and University of Houston Alumni.

Section II – Membership in this organization will not be based on discrimination based on race, handicap, age, gender, color, creed, religion, political persuasion, sexual orientation o national origin.

Section III – Any University of Houston student or Alumni with an interest in the support, encouragement or mentorship of Non-Traditional Students is encouraged to join. Membership is open to all University of Houston Main Campus Colleges.

Section IV – To be a member in good standing one must attend at least one meeting per semester. Officers must attend every meeting unless in the case of an emergency or prior notice to the fellow officers.

Section IV – There are no membership dues.

ARTICLE IV - OFFICERS

Section I - The officers of NTSO @ the University of Houston shall consist of six officers:

President – The president is responsible for the promotion, advancement and overall functions of the organization of NTSO @ the University of Houston. He or she presides over all member and officer meetings.

Vice President of Marketing – The VP of Marketing is responsible for the promotion of meetings, the creation of flyers and the overall advertising of the organization. The VP of Marketing also assists in the maintaining of the NTSO webpage.

Vice President of Membership – The VP of Membership is responsible for the compilation and maintenance of all current members and their information. Upon the creation of membership cards, the VP of Membership is responsible for the distribution of such cards.

Vice President of Mentoring – The VP of Mentoring is responsible for the evaluation and matching of mentorships between members. This includes keeping track of the various areas of study related to each member.

Secretary – The Secretary records the minutes of each meeting. He or she is also responsible for notifying members of meeting dates and times. The secretary is also responsible for the documentation of any revisions to the organization constitution.

Treasurer – The treasurer is responsible for maintaining all funds and dues, if applicable, of the organization. They must prepare a proposed budget and record of all receipts and expenses. All assets and funds shall be in the name of NTSO @ the University of Houston.

Section II – Each officer must be a student enrolled at the University of Houston Main Campus.

Section III – Each officer shall serve for the full year.

Section IV – If an officer fails to carry out their assigned duties, they may be removed by a majority vote by the remaining officers. The reason for removal must be stated in writing and issued to the officer. Should an officer be removed, graduate before their term is over, or step down, an election will be held to fill the position.

ARTICLE V - ADVISORS

Section I - NTSO @ the University of Houston may have two advisors who serve in a voluntary capacity to provide advice, leadership and continuity to the members and officers of the student organization. The advisor has no voting rights but is considered a member of the organization. This organization was founded by Lillian Reimer and she will serve as the first alumni advisor to NTSO @ the University of Houston. This voluntary position shall be continuous until she opts to give up the position.

Section II - Advisors are to receive notification of all dates and times of meetings and are encouraged to attend. They are also invited to attend officer meetings.

Section III - The second advisor may be an alumni, staff member or faculty member of the University of Houston Main Campus. This advisor is to be approved by the officers of the organization.

Section IV - There are no term limits for the advisors.

ARTICLE VI - ELECTIONS

NTSO @ the University of Houston officers must be members in good standing. There is no limit to how many times a person may run for office; however, no person may run for more than one office in a single election. Elections will be held at the end of the fall semester and the elected officers will hold office for the full year. Officers are elected by majority vote with 51% of those present constituting a majority.

ARTICLE VII - MEETINGS

Section I - There will be at least one meeting per semester for NTSO @ the University of Houston. However, an attempt will be made to have one meeting per month. The Secretary has the responsibility to notify members of the meetings via List Serv. The VP of Marketing will assist with the notification of meetings via flyers or other chosen advertising methods.

Section II – Meetings may be suggested and called any time by the President or Vice Presidents.

ARTICLE VIII – AMENDMENT OF THE CONSTITUTION

Section I - Any proposed amendments to this constitution must be addressed by giving advanced notice to the membership. It is acceptable to provide this notice at a regularly scheduled meeting, advising that an amendment to the constitution will be voted upon at the next regularly scheduled meeting.

Section II – At least 60 % of the number of total active members must participate in the vote to amend the constitution. This determination will be based on the records maintained by the VP of Membership.

Section III – Of those members present (at least 60% of membership), a two-thirds majority vote (66%) is required in favor of the amendment before it is approved.