

## **Article I (Name)**

The official name of the organization shall be Sociology Club.

## **Article II (Purpose)**

The purpose of this organization shall be to promote sociology on campus and to provide social, educational, research-focused, and professional events and programs for students interested in sociology.

## **Article III (Membership)**

Those eligible for membership are:

1. Any UTRGV student may become a member.
2. Any UTRGV Student may become an active/voting member upon payment of dues or receiving waiver based on needs.
3. Membership for Sociology Club is open to everyone regardless of race, color, sex, religion, national origin, age, disability, citizenship, political affiliation, veteran status, academic major, academic standing, sexual orientation, gender identity, or gender expression.
4. The full membership must consist of enrolled students of UTRGV.
5. Only enrolled students at UTRGV who became active/voting members can vote and/or hold office.
6. Former Sociology Club members who are no longer enrolled at UTRGV may participate as alumni supporters, guests, mentors, or speakers, but shall not be considered voting or nonvoting members unless they are currently UTRGV students, faculty, or staff.
7. Membership will consist of any student, graduate student, or faculty member at the University of Texas-Rio Grande Valley, either in a full-time or part-time basis, who is in good standing with the aforementioned Universities, shall be eligible for membership.
8. Members may be expelled by the organization upon a majority vote of the membership. Reasons for expulsion are as follows:
  - a. Non-payment of dues or failure to receive waiver based on needs.
  - b. Voluntary withdrawal from the University.
  - c. Violation of any provision in the University of Texas-Rio Grande Valley student conduct code as expressed in the handbook of operating procedures.
9. All members who are up for expulsion must be given due process: an opportunity to present their case, rebut accusations, conduct an investigation, and appeal any decisions made against him/her. Appeals will be heard by officers and voted on by members for reinstatement of membership.

## **Article IV (Officers)**

Officer positions of the organization shall be:

1. President
2. Vice-President

3. Secretary
4. Treasurer
5. Event Coordinator

**Powers and duties of officers shall be:**

1. President. To serve as the primary student representative of the organization; preside over meetings; prepare meeting agendas in coordination with the Executive Committee; support and oversee committees; delegate responsibilities to officers and members; ensure that the organization follows its constitution, University policies, and Center for Student Involvement requirements; maintain accurate and updated organization information on V Link, including officers, roster, advisor information, and constitution; assist with annual registration and required compliance deadlines; communicate with the advisor and Center for Student Involvement as needed; and support officer transitions. The President may submit event requests through V Link and shall attend at least 80% of events each semester. The President must obtain a Food Handler's License when required for organization activities involving food. Must complete Risk Management and attend the mandatory LEAD Conference hosted by the Center for Student Involvement.
2. Vice-President. To assist the President in carrying out the duties of the organization; assume the duties of the President in the President's absence; help coordinate committees, events, and member engagement; support completion of annual registration, Risk Management Training, LEAD conference, and other organization requirements; help ensure that officers complete assigned responsibilities; and assist with officer transition and continuity of the organization. The Vice-President may submit event requests through V Link and shall attend at least 70% of events each semester. The Vice-President must obtain a Food Handler's License when required for organization activities involving food.
3. Secretary. To maintain accurate records of the organization, including meeting minutes, attendance records, membership applications, active membership lists, officer records, correspondence, notices, and other official documents. The Secretary shall record minutes for all general and officer meetings; distribute meeting notices, agendas, minutes, and other communications as directed by the President or Executive Committee; assist with maintaining updated membership and officer information on V Link; and preserve records needed for elections, membership status, amendments, officer transitions, and annual reports.. Attends at least 70% of events a semester.
4. Treasurer. To maintain accurate records of all organization funds, dues, deposits, expenditures, reimbursements, fundraising revenue, and donations. The Treasurer shall prepare and present financial reports to the officers and membership as requested; assist with the collection of dues and documentation of any dues waivers; ensure that organization funds are used only for approved club purposes; and follow all applicable University and Center for Student Involvement policies regarding student organization finances, fundraising, banking, tax-related procedures, and financial disclosures. Attends at least 70% of events a semester.
5. Event Coordinator. To coordinate the planning and implementation of Sociology Club events, programs, meetings, tabling, fundraisers, and other approved activities. The Event Coordinator shall work with the President, Executive Committee, to develop event ideas that align with the purpose of the organization. The Event Coordinator may submit event

requests through V Link, communicate with the Center for Student Involvement regarding event approvals, maintain event planning timelines, help coordinate event logistics, and ensure that events follow university policies, accessibility expectations, safety requirements, and approved budget limits. The Event Coordinator shall keep officers informed of event plans and shall attend at least 70% of events each semester.

#### **Election of Officers:**

1. Prior notice will be given of elections before vote will take place.
2. To qualify for officership one must be an active/voting member
3. Nominations will be by any active club member; moreover, nominees can nominate themselves.
4. Elections will be held at the beginning of the fall semester or as needed if nominee graduates mid-year. Prior notice of elections will be given before voting takes place.
5. The terms of office shall be no less than one semester, but no more than three consecutive years.
6. If a vacancy occurs among the officers during the year, the Executive Committee shall call a special election at the next meeting of the club. If a position remains vacant after the special election, all duties of that position will be assumed by the Executive Committee until the next election.
7. Impeachment proceedings will be brought against any officer for the following reasons:
  - a. Failure to carry out the aforementioned prescribed duties of the office.
  - b. Failure to act in the best interests of the club.
  - c. Failure to attend meetings regularly.

#### **Impeachment procedure will consist of:**

1. A written and signed proposal of impeachment must be submitted to any club officer or advisor.
2. The proposal will be read at the next scheduled meeting and voted upon.
3. A majority vote will be necessary and if so received, impeachment will be effective immediately.

The officer who is up for impeachment must be given due process: an opportunity to present their case, rebut accusations, conduct an investigation, and appeal any decisions made against him/her. Appeals will be heard by officers and members, and voted on by members for reinstatement of officership.

#### **Article V (Organizational Structure)**

The executive committee shall consist of the following persons:

1. There shall be an executive committee consisting of the President, the Vice-President, the Secretary, the Treasurer, the Event Coordinator, and the faculty advisor(s) whose duty it shall be to arrange programs for each scheduled semester.
2. The executive committee's duties shall be to plan the club's initiatives. Other committees will be formed as needed by nomination of the Executive Committee and majority vote by the membership.

## **Article VI (Advisor(s))**

In order to qualify for the advisorship, the individual(s) must be:

1. A full-time sociology faculty member. The length of the term for an advisor will be one year. Re-appointment is permissible.
2. Removal of advisor requires a  $\frac{3}{4}$  of members or voluntary resignation.

## **Article VII (Rules of Procedure)**

1. Attendance policy for members will be that members must attend at least one-half of scheduled meetings.
2. Organizational meetings will be held at least once a month.
3. Minutes of organizational proceedings will be the responsibility of the Secretary.
4. A quorum will consist of those members who are present at the meeting.
5. Sociology Club will make reasonable accommodations in coordination with Disability Services to support participation of members that have a documented disability. If full physical participation in some club activities is limited, this will not negatively impact the participant's membership in the organization.
6. Non-discrimination provision stating that membership is open to everyone regardless of race, color, sex, religion, national origin, age, disability, citizenship, political affiliation, veteran status, sexual orientation, gender identity, or gender expression.

## **Article VIII (Finance)**

1. Systems will be in place to ensure that no member has the ability to withdraw funds from the account without approval from the organization and/or the advisor. Examples include dual signers for checks, no debit/credit card, and listing two officers and an advisor as authorized signers.
2. Dues for membership in the organization will be determined by the officers' proposal each year and accepted or rejected by majority vote of members.
3. Dues for membership in the organization cannot exceed more than \$30.
4. Sociology Club will manage its own finances, but in accordance with the rules and regulations prescribed by the The University of Texas-Rio Grande Valley.
  - a. This may involve implementing practices such as requiring dual signers for checks, refraining from issuing debit/credit cards, and designating two officers and an advisor as authorized signers.
  - b. In case of dissolution of Sociology Club, club monies will be used to reimburse members club dues paid. The remainder, if any, will be donated to Friendship of Women Inc, 95 E Price Rd, Brownsville, TX 78521.

## **Article IX (Non-campus Affiliation)**

1. This organization has no non-campus affiliations.

## **Article X (Amendments)**

1. All amendments to this constitution must be approved by active club members.

2. This constitution may be amended at any time by a majority vote of all regular members.
3. Prior notice for proposed amendments will be announced to all members.
4. Any proposed amendment by the organization must be approved by the CSI or Center for Student Involvement.

**The Center for Student Involvement is not responsible for any injury or accidents that occur within or resulting from an event associated with the student organization.**

## **ARTICLE XI - RISK MANAGEMENT**

In accordance with Texas HB 2639/SB 1138 and the requirements of the Center for Student Involvement, Sociology Club will abide by the requirements for risk management compliance.

### **Section I:**

Designated officers of Sociology Club will complete annual risk management training requirements as set forth by the Center for Student Involvement.

### **Section II:**

Sociology Club has adopted a risk management plan to assess and evaluate organizational activities and events with the intent of eliminating or at least minimizing associated risks (physical, reputation, emotional, financial, and facilities) to the organization and its membership for each of the specified topics:

A. Alcohol and Illegal Drugs – In adherence to UTRGV’s commitment to maintain a safe and healthy environment of the campus community, no Sociology Club activities or events will encompass the presence of alcohol and illegal drugs.

1. Sociology Club fund will not be used to purchase alcohol and/or illegal drugs.
2. Members found to be under the influence, regardless of being over the legal age in the case of alcohol will be removed from Sociology Club activities/event.
3. Members are responsible to adhere to policies related to alcohol and drugs, as outlined in the Student Conduct.

B. Hazing – In support of UTRGV’s commitment to providing a safe educational environment for all students, Sociology Club will not condone or support hazing acts within the organization, as outlined in the Student Conduct. The organization shall not haze any members for the purpose of admission into or affiliation with the organization. Members of the organization are free to leave the organization without fear of retribution or harassment.

C. Sexual Misconduct - In support of UTRGV’s commitment to UTRGV is committed to the principle that its working and learning environment be free from inappropriate conduct of a sexual nature, Sociology Club will not condone or supports any action of direct or alleged sexual misconduct from its members as outlined in the Student Conduct.

D. Fire and Life Safety – Sociology Club members will abide by all applicable fire safety protocols and procedures, making sure to report any unsafe conditions and participate fully in drills and actual fire alarms. When possible, The Sociology Club promotes participation of its members in fire and other safety prevention programs. Members will abide by all policies related to Health or Safety as outlined in the Student Conduct.

E. Travel – Sociology Club will abide by policies related to Student Travel.

1. Intent to travel for official The Sociology Club business to a location more than 25 miles from the UTRGV campus of departure will be filed with the Office of the Dean of Students through the completion of travel paperwork including the Authorization for Student Travel Request form, a Release and Indemnification Agreement for each student attending and, in the case of 10 or more student participants, completion of a Group Roster.
2. Members who participate in university sanctioned travel will abide by UTRGV rules of conduct as outlined in the Student Conduct.

F. Behavior at Organization Sponsored Parties and Social Events – Sociology Club members are expected to observe standards of conduct appropriate for an academic institution, as outlined in the Student Conduct, including but not limited to: Disruptive Conduct, Inciting Lawless Action, and Vandalism.

G. Access and Accommodations for Persons with Disabilities – Sociology Club is committed to making both the organization and its activities and events accessible and open to the campus community.

### **Section III:**

Members found in violation of the identified risk management plans will be reported to university officials and be subject to fines or other applicable sanctions and may be removed from the group.