Article I – Organization Name

The name of the organization shall be Bobcat Preview.

Article II – Mission and Purpose

Mission: The Bobcat Preview Staff Mission Statement is:

In order to ensure the success of Texas State students, the Bobcat Preview staff will develop a supportive team who leads with intention.

We deliver Just-In-Time information relating to the success of students, while developing ourselves as authentic leaders who make a difference.

As a staff, we recognize that students are our first priority. We will act with professionalism and loyalty to Texas State University.

Our team will be accountable and flexible while making proactive decisions that affect the students and the program.

Purpose: Members of Bobcat Preview at Texas State University hereby associate ourselves to:

Provide “Just-in-Time” information to incoming freshman and transfer students entering the university with less than 30 hours and/or who are in the PACE Cohort.

Use this information to increase the retention rates at Texas State University- San Marcos.

Serve as leaders in the Texas State University community.

Work in collaboration with the Bobcat Preview Committee and the LBJ Student Center.

Remain a respected chartered organization on campus.

Article III – Historical Information

Bobcat Preview was a product of a task force established by President Jerome Supple to boost retention rates at the University in 1998. Over the years, the program has continued to grow and mold itself to meet the needs of the new Students at Texas State University. The main focus of the program continues to be to provide ‘Just In Time’ information to new students.

Revised February 2016
Article IV – Definitions

*Leadership Team:* The Leadership Team is a combination of the Student Directors, Staff Advisor(s), and Graduate Assistant. The Leadership Team’s role is to advise, train, and coach the Bobcat Preview Co-Chairs and student staff.

*Director(s):* The Directors of Bobcat Preview are Texas State University students who oversee the program’s operation, and who oversee the Co-Chair Team. These students are hired in early Fall each year and serve through the completion of the next year’s program.

*Co-Chair(s):* Texas State University students who oversee student staff and Den operations within the program. These students are hired in early Fall each year and serve through the completion of the next year’s program.

*Staff:* Consists of the Peer Assistance Leaders (PALs) and Program Operations Leaders (Pro-Ops) who are hired by the Co-Chairs. These students are hired in the Spring semester and serve through the program’s completion.

*Namesake(s):* Namesakes are staff and faculty who are nominated by the Texas State community (students, staff, and faculty) and are represented by a Den during the program. There are traditionally eight namesakes per academic year: one is represented in the Spring program and seven are represented in the Fall program.

*Den:* Dens represent a pair of co-chairs and student staff who facilitate the program. Each Den is named for one of that year’s namesakes.

*Senior Staff:* This comprises the Co-Chairs, Directors, and Leadership Team.

Article V – Prohibition of Discrimination or Harassment (UPPS No. 04.04.46)

Texas State is committed to an inclusive education and work environment that provides equal opportunity and access to all qualified persons. Texas State, in accordance with applicable federal and state law and institutional values, prohibits discrimination or harassment on the basis of race, color, national origin, age, sex, religion, disability, or veterans’ status. Pursuant to university policy, this policy also prohibits discrimination or harassment on the basis of sexual orientation, gender identity, and gender expression.

Article VI – Structure

Section 1

Bobcat Preview shall be composed of the Leadership Team, Co-Chairs, and staff (PALs/Pro-Ops). Please reference Org Chart on Appendix I.

Section 2

The Leadership Team shall be comprised of the Staff Advisor(s), Graduate Assistant(s), and Student Director(s).
Section 3

All incoming freshman/transfer students with fewer than 30 hours and/or who are in the PACE Cohort will be divided into groups of approximately 25 people that will be given a section number. Unless otherwise necessary, the sections will mirror students’ US1100 sections. These sections will be led by a PAL(s).

All sections will be grouped together to form Dens. Dens will consist of an equal number of sections each day for all days of the program. Dens will be led by two Co-Chair Partners.

Each Den will honor a Texas State University Faculty/Staff member that has been nominated by Texas State Students and chosen by a Namesake Committee, consisting of the Leadership Team and other invited members.

Article VII – Staff

Section A. Eligibility

Students seeking the position of staff must meet the following minimum qualifications:

1. Be in good academic and disciplinary standings with the University.
2. Have a minimum overall or semester GPA of 2.25.
3. Be currently enrolled at Texas State.
4. Display a thorough knowledge of the Texas State campus.
5. Demonstrate:
   a. Initiative.
   b. Exemplary customer service.
   c. Positive attitude.
   d. An ability to be a team player, a motivator, and a leader.

Section B. Duties

PALs

1. Attend all mandatory events defined in the application.
2. Attend welcome sessions for their specific den.
3. Lead group discussions.
4. Form an identity with their group.
5. Encourage new students to be involved with the various activities that will be taking place during Bobcat Preview.
6. Ensure their students know when and where they need to be for all sessions.
7. Serve as mentors during the fall semester by making at least three contacts with each students (email, phone, or in-person).
Pro-Ops

1. Attend all mandatory events defined in the application.
2. Work together to help in planning logistics.
4. Unlock all meeting room doors at beginning of day, as needed.
5. Assist in pedestrian traffic control.
6. Facilitate transitions throughout the day.
7. Lock and straighten up all meeting rooms at end of day.
8. Plan logistics and implement seating strategy for Convocation.

Section C. Remuneration

Bobcat Preview staff are employees of LBJ Student Center and the Office of the Vice President of Student Affairs.

Staff will receive a one-time payment after the completion of the August program. This payment will be for 40 working hours during the program. All training hours and programs hours outside of the 40 will be considered volunteer hours as part of organizational responsibilities.

If a staff member is terminated, they will receive compensation equal to the hours worked during the program, not to exceed 40. The specific paid hours will be identified at the beginning of August each year.

Section D. Removal

A staff member is subject to removal for any of the following reasons:

1. Failure to uphold Bobcat Preview policies as defined in this Constitution.
2. Failure to uphold the Bobcat Preview Professionalism Agreement.
4. Failure to put forth an image that properly reflects the organization.

In the event of a staff member not fulfilling his/her duties as assigned, the following process will occur:

1. Staff member will receive an oral and/or written warning from Senior Staff.
2. If additional problems occur, the staff member will meet with their supervising staff and the Director(s).
3. If necessary, termination review will be done by the Director(s) and the Graduate Assistant.

If termination occurs, the student will receive a letter outlining the cause for removal and an Appeals Application within 72 hours of termination. Upon termination, a staff member will be placed on a no hire list and is not eligible to apply for future positions within Bobcat Preview. The staff member will receive compensation equal to the hours worked during the program, not to exceed 30.

Revised February 2016
Section E. Appeals

The Appeals process is designed to remove a student from the no hire list that they were placed on upon removal from the program.

The Appeals process will be as follows:

1. The student will submit the appeal to the PALM Office no later than 10 days after receiving their letter of termination.
2. The professional advisors will review the appeal and determine if the appeal will be granted or denied.
3. The professional advisors will notify the student of the decision no more than ten days after the Appeals Application was submitted.

Article VIII – Co-Chair

Section A. Eligibility

Students seeking the position of Co-Chair must meet the following minimum qualifications:

1. Be in good academic and disciplinary standing with the University.
2. Have a minimum overall or semester GPA of 2.50.
3. Be currently enrolled at Texas State.
4. Display a thorough knowledge of the Texas State campus.
5. Demonstrate:
   a. Initiative.
   b. Exemplary customer service.
   c. A positive attitude.
   d. The ability to be a team player, motivator, and leader.
6. Previous experience as a staff member for Bobcat Preview is required.

Section B. Duties

1. Select, train, coordinate, and evaluate a group of approximately 20-25 staff members.
2. Attend all mandatory events defined in the application.
3. Work collaboratively as a senior staff.
4. Help with the planning of Bobcat Preview.
5. Handle the logistical details of the program.
6. During the summer, keep in contact and build community with staff and communicate relevant program details.

Revised February 2016
Section C. Remuneration

Bobcat Preview Co-Chairs are employees of LBJ Student Center and the Office of the Vice President of Student Affairs.

Co-Chairs will have two different payment cycles. In the spring semester, Co-Chairs will be paid monthly. The payment will be determined by the number of hours worked that month up to a total of 40 hours for the entire semester. These hours will be detailed at the beginning of the spring semester. For the August program, Co-Chairs will receive payment for 40 working hours during the program. All training hours and program hours outside of the 40 will be considered volunteer hours as part of organizational responsibilities.

If a Co-Chair is terminated, they will receive compensation equal to the hours worked during the program, not to exceed 80. The specific paid hours will be identified at the beginning of January and August each year.

Section D. Removal

A Co-Chair is subject to removal for any of the following reasons:

1. Failure to uphold Bobcat Preview policies as defined in this Constitution.
2. Failure to uphold the Bobcat Preview Professionalism Agreement.
4. Failure to put forth an image that properly reflects the organization.

In the event of a Co-Chair not fulfilling his/her duties as assigned, the following process will occur:

1. Co-Chair will receive an oral and/or written warning from the Director(s).
2. If additional problems occur, the Co-Chair will receive a letter requesting their presence at a meeting with the Director(s) and the Graduate Assistant. At that time, a determination will be made regarding the status of their membership.

If termination occurs, the student will receive a letter outlining the cause for removal and an Appeals Application. Upon termination, the Co-Chair will be placed on a no hire list and is not eligible to apply for future positions within Bobcat Preview.

Section E. Appeals

The Appeals process for Co-Chairs is designed to remove the student from the no hire list and/or reinstate the individual to the position they held prior to removal from the program.

The Appeals process will be as follows:

1. The student will submit the Appeals Application no more than 10 days after the removal letter was sent.
2. The Leadership Team and one additional full time staff member from the LBJ Student Center will review the Application and determine if the appeal will be granted or denied.
3. The Leadership Team will notify the student of the decision no more than 10 days after the appeal was submitted.

Revised February 2016
Article IX – Director

Section A. Eligibility

Students seeking the position of Director must meet the following minimum qualifications:

1. Be in good academic and disciplinary standings with the University.
2. Have a minimum cumulative or previous semester GPA of 2.75.
3. Be currently enrolled at Texas State.
4. Display a thorough knowledge of the Texas State campus.
5. Demonstrate:
   a. Exceptional leadership.
   b. Initiative.
   c. Exemplary customer service.
   d. Display a positive attitude.
   e. The ability to be a team player, motivator and leader.
6. Previous experience with Bobcat Preview is required and experience as a Co-Chair is preferred.

Section B. Duties

Director

1. Assist the professional advisors in the year-long planning of Bobcat Preview.
2. Will be responsible for various aspects of the Bobcat Preview Program:
   a. Select and hire Co-Chairs.
   b. Coordinate the Co-Chair retreats.
   c. Oversee organization committees.
   d. Plan and facilitate the January (Spring) Bobcat Preview.
   e. Assign Co-Chair partners.
   f. Coordinate colors and Namesake designations for each den.
   g. Facilitate selection and hiring of staff.
   h. Plan Co-Chair revelation.
   i. Facilitate Spring Orientation.
   j. Oversee design of new student and staff shirts.
   k. Coordinate/facilitate Co-Chair/staff training.
   l. Attend and lead all meetings.
   m. Keep the Co-Chairs up to date with new information.
n. Other duties as assigned.

3. Maintain a minimum cumulative or previous semester GPA of 2.75.

Section C. Remuneration

Bobcat Preview Director(s) are employees of LBJ Student Center and the Office of the Vice President of Student Affairs.

Student Director(s) will be compensated as hourly employees for up to 20 hours per week and understand that additional work done is on a voluntary basis. Pay rate for these hourly employees will reflect current manager rate of the LBJ Student Center policy. Any hours worked outside of these 20 paid hours will be considered volunteer hours as part of organizational responsibilities.

Section D. Removal

A Director is subject to removal for any of the following reasons:

1. Failure to uphold Bobcat Preview policies as defined in this Constitution.
2. Failure to uphold the Bobcat Preview Professionalism Agreement.
4. Failure to put forth an image that properly reflects the organization.

In the event of a Director not fulfilling his/her duties as assigned, the following process will occur:

1. The Director will receive an oral and/or written warning from the Graduate Assistant.
2. If additional problems occur, the Director will receive a letter requesting their presence at a meeting with the Graduate Assistant and Staff Advisor.
3. If necessary, termination review will be done by the Committee Chair and one LBJ Student Center professional staff member.

If termination occurs, the student will receive a letter outlining the cause for removal and an Appeals Application. Upon termination, the Director will be placed on a no hire list and is not eligible to apply for future positions within Bobcat Preview.

Section E. Appeals

The Appeals process for Directors is designed to remove the student from the no hire list and/or reinstate the individual to the position they held prior to removal from the program.

The Appeals process will be as follows:

1. The student will submit the appeal no more than 10 days after the removal letter was sent.
2. The Leadership Team and one additional full time staff member from the LBJ Student Center will review the Application and determine if the appeal will be granted or denied.
   i. The additional full time staff member will not be the same full time staff member as the one who helped with the termination review.
3. The Leadership Team will notify the student of the decision no more than 10 days after the Appeals Application was due.

Article X – Selection

Section A.

To be considered for Bobcat Preview positions, a student must:

1. Meet the aforementioned Qualifications for the respective position:
   a. Staff: Article VII, Section A.
   b. Co-Chairs: Article VIII, Section A.
   c. Director(s): Article VIX, Section A.

2. Submit an application by the respective due date and time.

3. Interview with the respective selection committee:
   a. Director(s): current Leadership Team.
   b. Co-Chairs: New Director(s) and a staff advisor or the Graduate Assistant.
   c. Staff: Two members of the Co-Chair team. If necessary, a Director may take the place of one of the interviewers.

Section B. Selection Absences

If an outgoing director is unable to be present during the Director interviews:

1. The Leadership Team may select an outgoing Co-Chair to sit in on the interviews in place of the absent Director. This person may not be an applicant for the Director position.

Section C. Vacant Positions

If for any reason there is a vacant position, the following process will be followed to fill the respective position:

1. Director
   a. The fulfillment process of a vacant Director position will be determined by the Leadership Team on a case by case basis.

2. Co-Chair
   a. The fulfillment process of a vacant Co-Chair position will be determined by the Leadership Team on a case by case basis.

3. Staff
   a. Co-Chairs will use the current available applicant files to offer positions.
   b. Students who expressed interest in being a staff member after staff selection will need to submit an application and interview with the current Director(s) to be considered. After submitting an application and interviewing, their applicant file will be made available to the Co-Chairs.

Revised February 2016
Article XI – Meetings

Section A. Regular Meetings

1. Leadership Team meetings will be held weekly at a time to be specified by the Staff Advisor.
2. Co-Chair meetings will be held once a week and will include the Director(s), Co-Chairs, and Advisor(s).

Section B. Additional Meetings

Additional meetings may be called as deemed necessary by the Leadership Team and/or Director(s).

Article XII – Policies and Bylaws

All members will be provided with a copy of the Bobcat Preview Policies, Bylaws, Behavioral Agreements, and any other documentation outlining behavior expectations. By signing this Constitution, each member agrees to the terms identified in these documents.

Article XIII – Amendments

Amendments to this constitution shall be submitted to the Leadership Team in writing and will be considered at the next staff meeting. Decisions on adoption will be made with a 2/3 vote of the group and approval by the Leadership Team.

RATIFIED:

[Signature]
Director

02-22-16
Date

[Signature]
Director

02-23-16
Date

Revised February 2016