

CONSTITUTION

STUDENT ORGANIZATIONS COUNCIL

TEXAS STATE UNIVERSITY

I. Purpose

As a representative body and a chartered council recognized by Texas State University, the Student Organizations' Council (SOC) provides direction and support for all registered organizations at the university.

II. Membership

A. SOC membership is based on application and appointment of interested student leaders from registered student organizations in good standing with the university. The office of Campus Activities and Student Organizations (CASO) distributes applications. The Campus Activities and Student Organizations staff advisor(s) provide a review of applicants to check for eligibility. The eligible applicants will be interviewed and selected by a committee.

B. Qualifications: Each SOC member must be in good standing with the university, have a minimum of two (2) semesters as a student at Texas State, have a working knowledge of University policies and procedures and the Student Code of Conduct, exemplify the Core Values of Texas State, and have and maintain a minimum of a 2.25 Texas State grade point average.

C. A minimum of eight (8) regular members will represent the diversity of student organizations at Texas State. The selected officers of SOC shall be the President, Vice President, Director of Marketing and Public Relations, Secretary, Education Coordinator, Event Coordinator and two (2) Outreach Coordinators. The President or Vice President may not hold the position of President or Vice President in another student organization. Temporary positions may be added as needed.

D. Ad hoc members include the Campus Activities and Student Organizations staff advisor(s).

E. Term of Office: SOC members are selected in April and serve a one-year term, with the opportunity for reappointment.

F. Vacancies during a term are to be filled immediately by an applicant who is selected by at least one SOC member and the staff advisor(s).

III. Council Responsibilities

A. Organizational Funding: SOC will review and direct funds to registered student organizations in good standing with Texas State as per funding assistance guidelines outlined in the SOC By-Laws, Article I.

B. Student Organization Cabinet Space: SOC will review and act on applications for cabinet space in the LBJ Student Center as per the guidelines established in the SOC By-Laws, Article II.

C. Judicial Review: SOC will review and act on policy and procedure violations of registered student organizations as per the guidelines established in the SOC By-Laws, Article III.

D. SOC will receive notification of any changes to or new Texas State University-policy and procedures that relate to Registered Student Organizations (RSOs).

IV. Officer Responsibilities

A. President

1. Conduct the SOC meetings;
2. Call special meetings for SOC as needed;
3. Reserve space for SOC meetings;
4. Meets with staff advisor(s) to follow-up with organizations after the SOC funded programs;
5. Initiate projects and programs that he/she deem necessary for the welfare of registered student organizations;
6. Serve as liaison to the CASO Office, Texas State Administration, and Associated Student Government;
7. Manage and maintain the SOC email account;
8. Oversee various officer responsibilities;
9. Conduct meetings with individual SOC members as deemed necessary;
10. Meet weekly with the staff advisor(s) ;
11. Hold four (4) office hours per week.

B. Executive Vice President

1. Conduct an informational meeting providing organizations with workspace rules and regulations at the beginning of each semester;
2. Monitor workspace and maintain records of usage;
3. Keep a list of organizations ineligible for funding and workspace allocations;
4. Enforce all tenants of the Student Organization Handbook;
5. Oversee the activity of the Judicial Board, serving as chair;
6. Communicate solicitation policies to student organizations;
7. Coordinate off-campus solicitation for the SOC;
8. Visit the quad to ensure organizations are following solicitation policies;
9. Coordinate quad visits with SOC and CASO;
10. Keep up-to-date records of solicitation violations;
11. Create and submit all completed program packets for SOC events;
12. Meet weekly with the staff advisor(s) ;
13. In the absence of the President, assume the role of President;
14. Hold two (2) office hours per week

C. Vice President for Marketing and Public Relations

1. Develop an annual marketing/PR plan;

2. Create all SOC flyers and promotional materials;
3. Maintain SOC website and any social media accounts for SOC;
4. Coordinate Mass Email Requests for SOC messages to student body and submit to staff advisor(s) for approval and distribution;
5. Take and keep pictures and videos of all SOC events;
6. Create a video slideshow for BOKO Awards and Advisor Appreciation;
7. Meet weekly with the staff advisor(s) ;
8. Hold two (2) office hours per week.

D. Vice President for Administration

1. Record accurately the minutes of the SOC meetings and any special or called meetings;
2. Distribute minutes to SOC members;
3. Work with staff advisor(s) to schedule funding hearings;
4. Create and maintain all SOC budgets;
5. Provide copies of SOC funding applications at funding hearings;
6. Follow up with student organizations who have received SOC funding;
7. Communicate funding procedure and regulations to student organizations;
8. Keep track of SOC meeting attendance;
9. Keep track of Student Organization Conference attendance;
10. Meet weekly with the staff advisor(s);
11. Hold two (2) office hours per week.

E. Vice President for Education

1. Coordinate Student Organization Conference for each Fall and Spring semesters;
2. Coordinate education programming for student organizations;
3. Coordinate educational programming and teambuilding activities for SOC meetings;
4. Coordinate advisor education and additional RSO educational seminars;
5. Provide additional support for new student organizations including awareness and understanding of CASO and University policies and procedures;
6. Meet weekly with the staff advisor(s) ;
7. Hold two (2) office hours per week.

F. Vice President for Events

1. Coordinate Involvement Fairs (2), , Advisor Appreciation, and BOKO Awards and any other events deemed necessary;
2. Secure reservations and keep up-to-date financial records for all events;
3. Delegate program responsibilities to SOC members well in advance;
4. Work with the Director of Marketing and Public Relations to promote all events;
5. Work with CASO on BOKO Awards;
6. Complete all program packets;
7. Meet weekly with the staff advisor(s);
8. Hold two (2) office hours per week.

G. Vice President for Outreach (2)

1. Initiate and maintain contact with each organization;
2. Attend at least four (4) meetings of various organizations per semester;
3. Must be aware of the needs of the organizations;
4. Attend at least two (2) SOC funded events of organizations each semester (if applicable);
5. Meet monthly with all staff advisors to discuss outreach progress, goals for outreach and student organizations educational needs;
6. Meet weekly with the staff advisor(s);
7. Hold two (2) office hours per week

V. Meetings and Quorum

A. Meetings will be held weekly. The council will set a convenient meeting day and time.

B. All meetings and events are mandatory.

C. Each member will be notified of scheduled meetings at the beginning of each semester. Two or more unexcused absences at meetings in any semester can result in the removal of the member from the SOC.

D. Absences must be approved by ad hoc members 24 hours in advanced.

E. The quorum necessary for the SOC to make decisions is a two thirds (2/3) majority of the regular member seats.

F. Decisions by consensus will be sought first, and voting will be used as an alternative. Ties in voting will be broken by the ad-hoc members.