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**Constitution of Squirrel Scouts of America at Texas State University**

**Article I. ORGANIZATION NAME**

**Section 1.** The name of the organization shall be “Squirrel Scouts of America at Texas State University” often referred to as “The Squirrel Scouts”.

**Article II. MISSION AND GOALS**

**Section 1.** The mission of Squirrel Scouts of America at Texas State University is to offer a space for students to share their love for squirrels. The organization will provide opportunities for students to learn about squirrels and better understand how to create sustainable environments for them.

**Section 2.** The organization aims to provide educational opportunities to the university about the many facets of a squirrel’s life. We, as an organization, believe that squirrels are fascinating and wonderful creatures that deserve our respect and admiration and hope to do our best as a group to respect them.

**Section 3.** All activities and functions of the organization must be legal under university, local, state, and federal laws.

**Section 4.** Squirrel Scouts of America is not affiliated with an institution outside of Texas State University.

**Article III. MEMBERSHIP**

**Section 1.** All Texas State University students are free and welcome to join Squirrel Scouts of America provided they pay their annual membership dues of $25.

**Section 2.** Recruitment takes place at the beginning of each school year and members are free to join the organization at any time.

**Section 3.** A member or executive board officer may initiate removal of another member should they commit one or more of the removable offenses:

1. Illicit actions during Squirrel Scout functions or while representing the Squirrel Scouts of America
2. Persistent harassment of other Squirrels Scouts of any nature.
3. Actions or behavior that harm the reputation of the Squirrel Scouts of America.

**Section 3.01** Removal of a member requires a majority vote by the executive board. For a majority vote the president will only vote in the result of a tie. Upon removal, the member shall be informed of their removal before the next Squirrel Scout meeting.

**Section 3.02** Upon being informed of removal, removed members can present their case to the Executive Board to appeal their removal. The process for appeal shall follow the same procedure as the process for removal.

**Section 4.** Texas State University is committed to an inclusive education and work environment that provides equal opportunity and access to all qualified persons. Texas State, to the extent not in conflict with federal or state law, prohibits discrimination on the basis of race, color, national origin, age, sex, religion, disability, veterans’ status, sexual orientation, gender identity, or gender expression.”

**Section 5.** Only members who are active and in good standing are eligible to vote.

**Section 6.** As defined in the state law (Texas Education Code 37.151-157) and University policy, this organization will not engage in hazing, participate in hazing or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution.

**Article IV. OFFICERS**

**Section 1.** Squirrel Scouts of America shall have four officers

1. President
2. Vice President
3. Treasurer
4. Membership Coordinator

**Section 1.01** All current Squirrel Scouts in good academic standing with a GPA of at least 2.5 shall be eligible for election to the Executive Board.

**Section 1.02** Officers may only be elected to one position. See Article V. for Elections.

**Section 1.03** Duties of Officers:

President:

1. Lead the Executive Board of Squirrel Scouts of America.
2. Participate in all weekly executive and member meetings.
3. Meet with the advisor regularly to discuss the state of the organization.
4. Volunteer at Squirrel Scout events when available (i.e. not in class or at work).
5. Speak on behalf of Squirrel Scouts of America at Texas State if needed.
6. Support all officers as needed.

Vice President:

1. Support the President in matters of leadership and policy.
2. Participate in all weekly executive and member meetings.
3. Act as the Interim President in case of vacancy of the position.
4. Volunteer at Squirrel Scout events when available (i.e. not in class or at work).

Treasurer:

1. Oversee organizational funds.
2. Collect membership dues.
3. Manage organization bank account.
4. Ensure organization taxes and all other financial dues are paid in a timely manner.
5. Participate in all weekly executive and member meetings.
6. Volunteer at Squirrel Scout events when available (i.e. not in class or at work).

Membership Coordinator:

1. Manage membership recruitment.
2. Manage membership initiation.
3. Lead member meetings.
4. Participate in all weekly executive and member meetings.
5. Volunteer at Squirrel Scout events when available (i.e. not in class or at work).

**Section 2.** Officers are elected in April to serve from June 1st of that year through May 31st of the following year.

**Article V. SELECTION OF OFFICERS / ELECTIONS**

**Section 1.** The Squirrel Scouts of America host elections in April each year.

**Section 2.** Squirrel Scouts may nominate themselves for election beginning March 1st of a given year. Squirrel Scouts must officially announce their candidacy at a member meeting in order to be considered running for office.

**Section 3.** Election Process

**Section 3.01** Officers of this organization shall be elected by a majority vote (51% or more) of the membership base of the organization.

**Section 3.02** Any Squirrel Scout may announce their candidacy beginning March 1st but must have announced their candidacy the meeting before the general election.

**Section 3.03** The general election shall take place the first week of April. Candidates will have the opportunity to speak during the typical meeting time and Squirrel Scouts will vote via secret ballot.

**Section 4.** No absentee ballots are to be counted unless under special circumstances deemed necessary by the Executive Board and/or the advisor.

**Section 5.** If no candidate has a majority vote in the general election a run-off election will take place the following week using the same process.

**Section 6.** Should candidates tie they shall have the opportunity to debate in the fourth week of April upon which a third election will be held.

**Section 7.** Newly selected officers will officially take office on June 1st serving until May 31st the following year.

**Article VI. OFFICER VACANCIES**

**Section 1.** Current officers can be re-elected should they choose to run for office again.

**Section 2.** The procedure of removal for officers follows the same procedure as removal for members. See Article III, Section 3.

**Section 3.** When an officer position is vacant, due to removal or withdrawal, the position will need to be replaced. Unless otherwise stated by the constitution, the officers will divide the responsibilities and begin the process of holding a special election.

**Section 3.01** Special Elections shall follow the same timeline and rules as an annual election. The president, or interim president, will coordinate all necessary communications and procedures to conduct the election and fill the position vacancy. Current officers can run for vacant positions, if they are elected, a second special election will need to be held.

**Article VII. MEETINGS**

**Section 1.** Member meetings and executive meetings happen once a week at a time determined by the elected officers based on their availability.

**Section 1.01** Executive Meetings shall be attended by the full executive board for the purpose of making decisions regarding the organizations. These meetings will allow all officers to vote, the President will only vote in the event of a tie.

**Section 1.02** Member Meetings are open to all Squirrel Scouts should a vote occur during this meeting Squirrel Scouts will vote and the Membership Coordinator will vote in the event of a tie.

**Section 2.** Executive Meetings must have at least three officers for a vote and may have at minimum two officers to conduct business. Membership Meetings are relaxed and do not require a quorum for business to take place.

**Section 3.** Special executive meetings can be called at least a week in advance by the President, any officer has the right to decline a special meeting outside of scheduled Executive Meetings.

**Section 4.** Executive Meetings shall be conducted using Robert’s Rules of Order, Member Meetings shall be conducted at the discretion of the Executive Board.

**Article VIII. COMMITTEES**

**Section 1.** Squirrel Scouts of America does not utilize any committees in their governing body.

**Article IX. ADVISOR**

**Section 1.** Advisors are selected by any one of the Executive Board members and voted on by the Executive Board by majority vote, the president will only vote in the event of a tie.

**Section 2.** The advisor is to facilitate in the operation of the organization by making officers aware of policies and resources they are not aware of, ensure the organization is in keeping with their mission, and assist with the transition of officers. Advisors are not eligible to vote.

**Section 3.** Advisors may serve the organization as long as they are willing and able.

**Section 4.** Advisors may be removed by the same process through which officers and members are removed. See Article III, Section 3.

**Section 5.** If an advisor is removed or resigns, a new advisor shall be elected within 30 university business days.

**Article X. FINANCES**

**Section 1.** Membership dues are $25 annually.

**Section 2.** There are no exemptions from membership dues.

**Section 3.** There are no refunds for membership dues.

**Section 4.** Squirrel Scouts of America can fundraise. Any monetary funds that are accepted shall be immediately deposited into the organization bank account.

**Section 5.** Budget Approval Process:

**Section 5.01** All withdrawals require the approval of the Treasurer and one other officer.

**Section 5.02** Money shall be deposited to the bank in person and a deposit slip should be brought back from the bank to be kept in organization records.

**Section 5.03** Money should be withdrawn through an organization debit card in the name of the treasurer, with the approval of the treasurer and one other officer.

**Section 5.04** Should the organization dissolve, all money should be donated to the Red Squirrel Survival Trust.

**Section 6.** Money shall only be spent on organization-based events, programs, supplies, and promotional items.

**Section 7.** Advisors are not to have control of the funds and financial records of the organization.

**Section 8.** The bank account shall be transferred from current to new officers on May 1st of each year.

**Article XI. RATIFICATION AND EMPOWERMENT**

**Section 1.** The constitution must be approved by all executive members and the advisor.

**Section 2.** This constitution will take effect August 1, 2022.

**Article XII. AMENDMENTS**

**Section 1.** Amendments can be proposed by any executive officer at any time and must receive a unanimous vote by the executive board.

**Section 2.** Amendments must be voted on by the executive board and the vote must be unanimous. Once amendments are finalized a constitution must be rewritten by the executive officer that proposed the amendment.

**Article XIII. HISTORY**

**Section 1.** This document must be submitted for review to the department of Student Involvement every three (3) year or when changes occur.

**Section 2.** Created July 1, 2020

**Section 3.** Revised January 1, 2021

Revised April 1, 2022