

Non-Traditional Student Organization By-Laws  
Amended May 2012

ARTICLE I  
MISSION STATEMENT

The Non-Traditional Student Organization connects and supports students who have life experiences that set them apart.

NAME AND PURPOSE

There shall be established the Non-Traditional Student Organization (NTSO), whose purpose is to provide a support network, learning atmosphere, social activities, and an opportunity for nontraditional students to integrate into campus life. The Non-Traditional Student Organization is intended to be a leader in university pride and loyalty, a voice for the non-traditional student, an active participant in university events, and a functional group in sponsoring programming with other student organizations, as deemed appropriate by a majority approval of the officers.

ARTICLE II  
STRUCTURE

The Non-Traditional Student Organization shall be composed of a President, Vice President, Programming Coordinator, Membership Development Coordinator, and members at large.

The Non-Traditional Student Organization shall function under the supervision and guidance of the Office of Campus Activities and Student Organizations, and as a chartered organization governed under the guidelines specified by Texas State University-San Marcos.

ARTICLE III  
EVENTS

Events are defined as the following: Events sponsored by NTSO, school events that require NTSO participation, member meetings, development meetings, and any NTSO related fundraiser.

A minimum of 30 member participation points possible will be scheduled for each semester.

All events will be listed for the semester and will be made available to the members the first week of the semester.

All events related advertising will be posted two weeks prior to the event and sign-up sheets for the event will be posted one week before the event occurs.

## ARTICLE IV Committees

Any and all committees established by the Non-Traditional Student Organization shall be under the supervision of the appropriate officer. Committees shall be appointed at the discretion of the majority of the officers and Graduate Advisor on an ad hoc basis. Permanent committees can be established by the majority of the officers. The committee will report to the assigned officer on a regular basis for as long as the committee is established.

## ARTICLE V MEMBERSHIP

### Section 1. Member Eligibility

Membership is open to students of Texas State University-San Marcos who by reason of life experience, age, employment, marital status, domestic partnership, parent/guardian, disability status, or veteran status considers themselves a non-traditional student who want to contribute to the ideals of the organization.

### Section 2. Member Dues

A semester membership dues will be assessed and set by a majority of the officers. There will be an option to pay yearly membership dues.

### Section 3. Levels of Membership Status

Member status is calculated at the time of each event and is not a representation of full semester member status.

#### ❖ Bronze Member

1. Requirements
  - Fill out Application
  - Have Paid dues
2. Benefits
  - Access to NTSO lounge and resources
  - Free T-shirt
  - NTSO Promotional Swag

#### ❖ Silver Member

1. Requirements
  - Have obtained Bronze Member Status
  - Participate in 25% of NTSO events
2. Benefits
  - All benefits of the Bronze Member Status
  - Are eligible to participate in prize awarding contest
  - NTSO will pay for 25% of Silver member's admission to NTSO events and large functions. (RSVP and Prepayment Required)

❖ Gold Member

1. Requirements

- Have obtained Silver Member Status
- Participate in 50% of NTSO events

2. Benefits

- All benefits of Silver Member Status
- Free admission at events for NTSO member and 50% off their guest's admission.
- NTSO will pay for 50% of Gold Members admission at large member functions

❖ Platinum Member

1. Requirements

- Have obtained Gold Member Status
- Participate in 75% of NTSO events

2. Benefits

- All benefits of Gold Member Status
- Free admission for NTSO member and their guest.
- NTSO will pay for 75% of Platinum Members admission at large member functions

ARTICLE VI  
MEETINGS

Member Meetings

- Will be scheduled one week before the beginning of each semester
- Will be held once a month
- Will be scheduled when the majority of the officers can attend

Development Meetings

- Will be scheduled one week before the beginning of each semester
- Will be held once a month
- Will be scheduled during the times when most members could attend and least one officer

Officer Meetings

- Will be scheduled a week after Fall/Spring registration is closed.
- Will be scheduled when all officers are free to attend.
- Officers are required to attend. In case of an emergency, officers will communicate via e-mail or phone call to the President and Advisor.
- If more than 3 meetings are missed, the officer will be required to meet with the Advisor.
- Date may be changed due to schedule changes or change in officers.

ARTICLE VII

## SCHOLARSHIP

NTSO allows for a scholarship(s) to be awarded through the NTSO Scholarship Endowment. NTSO must award at least one scholarship each semester for a minimum of \$500. However, the total amount of scholarship money awarded in a calendar year must not exceed the total amount generated by the endowment.

All applicants must achieve either a Gold or Platinum member status during the semester of scholarship request.

All winners are required to stay active members, if applicable, for the following semester upon being awarded the scholarship.

## ARTICLE VIII

### Qualifications of Officers

Students applying for positions as President, Vice President, Programming Coordinator, and Membership Development Coordinator must meet the following minimum criteria:

#### A. President

1. Must have completed at least two long semesters at Texas State University-San Marcos.
2. Must be enrolled in at least 12 semester hours per long semester for Undergraduate students and at least 6 semester hours per long semester for Graduate students.
3. Must have a Texas State University G.P.A. of 2.5 or higher.
4. Must have served as an officer for at least one long semester.

#### B. Other Officers

1. Must have completed at least one long semester at Texas State University-San Marcos.
2. Must be enrolled in at least 12 semester hours per long semester for Undergraduate students and at least 6 semester hours per long semester for Graduate students.
3. Must maintain a minimum Texas State University G.P.A. of 2.25.
4. Must have been an active participant in NTSO activities for one long semester or for two summer sessions.

#### C. Waivers

With the exception of the G.P.A. requirement, which may not be waived, the President or the Advisor may waive the minimum criteria for a posted officer position. All applicants must join the organization through the normal process before submitting his or her employment application.

## ARTICLE IX

### Terms of Office

The President and all other officers shall be hired on an annual school year basis unless he or she resigns or is dismissed under the provisions of Article XIII.

## ARTICLE X

### Duties

In order to be paid, all officers must work their required office hours, except on holidays or unless the officer is excused from work by the President and Graduate Research Assistant/Graduate Advisor. All officers will be **required** to work non-paid hours. The specific duties of the officers are as follows:

#### A. Officer Team (includes all officer positions)

1. Work as part of the officer team to promote NTSO activities and events at all times. All are responsible for recruiting new members.
2. Ensure activities reflect properly on NTSO and Texas State University - San Marcos
3. Assist any officer as needed.
4. All calendars and schedules need to be given to President for master calendar in a timely manner.
5. Meet weekly for officer meetings during long semesters and bi-weekly during the summer, if needed.
6. Participate in all of NTSO's functions. Unless otherwise approved by President and Advisor
7. Member meetings will be scheduled when the majority of officers can be there.
8. Mandatory to be present at both CSO's retreat and NTSO's Retreat at beginning of summer.
9. Maintain and update training manuals of employed position.
10. Cleaning of the NTSO Lounge

#### B. President

1. Work a maximum of 20 hours per week for 16 weeks during long semester, and 15 hours per week for 12 weeks during the summer.
2. Meet weekly with officers and Advisor to discuss NTSO activities and business. Prepare an agenda for the weekly officer meeting and monthly member meetings.
3. Preside over regular and special NTSO meetings when academic schedule permits.
4. Assist the Advisor in planning and implementing orientation for incoming officers. Assist in the selection and training of all other officers and chairs.
5. Coordinate the development and implementation of semester goals and objectives for NTSO and submit the results to the Graduate Advisor for approval.
6. Supervise of all projects and activities of the organization, ensuring they are carried out.
7. Serve as liaison between NTSO, other student organizations, academic, administrative departments and university committees as designated by advisor.
8. Organize master calendar of all calendars provided by all officers.
9. Preside over the selection and regulation of the NTSO Scholarship.
10. Maintain NTSO website.
11. Conduct an annual review of these by-laws and amend them as necessary under the provisions of Article XIV.

### C. Vice President

1. Work a maximum of 20 hours per week for 16 weeks during long semester, and 10 hours per week for 12 weeks during the summer.
2. Carry out all the duties of the President, if the President is unable to perform these duties.
3. Represent NTSO at all official meetings, committees, councils, and functions as designated President and Advisor.
4. Oversee process of all financial paperwork, annual budget, and maintain all financial records in conjunction with advisor.
5. Shall be responsible for a timely deposit of all funds into the appropriate account following events.
6. Responsible for the maintenance and sales of lockers.
7. Maintain and update Member Participation points. Inform members as needed.
8. Act as scribe of meetings and post minutes on Tracs within 48 hours of member meeting.
9. Maintain NTSO Website.
10. Obtain organizational advertisement and promotional items as needed for the organization.

### D. Programming Coordinator

1. Work a maximum of 15 hours per week for 16 weeks during long semester, and 15 hours per week for 5 weeks during the summer.
2. Promote NTSO using **all** media available within budget and maintain social media.
3. Collaborate with other organizations around campus on projects, if applicable.
4. Shall plan and execute all aspects of activities for NTSO that are open to campus and/or the public (at cost) and insure those activities reflect properly on NTSO and Texas State University-San Marcos.
5. Coordinate and establish committees regarding programming as required and recruit volunteers to assist in these endeavors.
6. Plan, organize, and execute special projects and other events, as the budget will allow. Obtain sponsorships when applicable.
7. Responsible for obtaining evaluations from the participants of their events.

### E. Membership Development Coordinator

1. Work a maximum of 15 hours per week for 16 weeks during long semester, and 15 hours per week for 5 weeks during the summer.
2. Coordinate the finances of fundraising, special projects and vendors.
3. Ensure timely publication of information regarding fundraisers and programs to the members at large.
4. Ensure that a minimum of \$2000 is in the Club Account at the end of the year
5. Shall plan and execute all aspects of activities for NTSO members and ensure those activities reflect properly on NTSO and Texas State University-San Marcos.

6. Coordinate and establish committees regarding programming as required and recruit volunteers to assist in these endeavors.
7. Plan, organize, and execute special projects and other events, as the budget will allow.
8. Responsible for obtaining evaluations from the participants of their programs.
9. Maintain Vending machine and coffee supplies, collected money ensure area is clean.
10. Maintain Tracs
11. Write and publish a monthly newsletter.
12. Responsible for seasonal decorations and cleanliness of lounge.
13. Responsible for the Professor of the Year award and all the aspect that go along with giving this away.
14. Coordinating list of graduates, announce grads at banquet and obtaining grad gifts to be given.

#### G. Volunteer Officer

May be appointed at the discretion of the President on the recommendation of any of the officers.

1. Assist the officers and members as needed on a volunteer basis.
2. This position will be a non-paid position.

### ARTICLE XI

#### Graduate Research Assistant (GRA) – NTSO

At the discretion of the Associate Director of Campus Activities and Student Organizations (CASO) office, a Graduate Research Assistant/Graduate Advisor may be assigned to NTSO. This position serves as the advisor and liaison between NTSO and the CASO office. In addition, the GRA assumes some duties to include, but not limited to:

1. Serve as primary advisor for the Non-Traditional Student Organization
2. Supervise NTSO officers, attend weekly officer meetings, & meet 1x1 with officers
3. Support NTSO membership and its programs
4. Provide resources on leadership development, communication, and team building
5. Assist the President in planning and implementing officer transition
6. Assist the President in planning and implementing semester goals and objectives
7. Responsible for budget review, monitoring officer hours, & monthly counts
8. Interview potential officers as part of a search committee
9. Participate in the officer/member removal process as necessary
10. Participate as part of the scholarship committee
11. Complete other duties as assigned by the Associate Director of LBJ Student Center

This position is one of the Student Affairs Graduate Research Assistantships filled by the Campus Activities Office. Additional information concerning duties and qualifications for the GRA position is available through the CASO office.

In event that the GRA position is open, the Staff Advisor becomes primary Advisor until the position is filled.

## ARTICLE XII Selection of Officers

The President and staff officers will be selected as follows.

- A. Will submit an application online off of the NTSO website.
- B. Will be interviewed by a search committee composed of the organization GRA and the President and one officer.
- C. Shall be appointed by the Advisor upon receipt of recommendations from the search committee.

## Article XIII Dismissal Procedures

Officer Dismissal Procedures:

- A. Two counseling sessions by the Graduate Advisor for substandard performance of his or her duties, non-performance of his or her duties or misconduct must be documented before the President or officer can be dismissed from office.
- B. The counseling sessions and dismissal will take place in the following order:
  1. First counseling session: verbal counseling with written documentation.
  2. Second counseling session: verbal counseling with a written warning and a probationary period agreed to by both parties.
  3. Final action: dismissal.
- C. If dismissal is based upon academic performance, the officer in question will be allowed a probationary period of one long semester or both summer sessions in which to improve his/her grades. This action will be taken if grades fall below the Texas State University G.P.A. requirement for student employment.
- D. Appeals may be made to the Associate Director for CASO in writing by the dismissed officer within 24 hours of dismissal. The decision of the Associate Director may be appealed to the Director of the LBJ Student Center in writing 24 hours after the decision of the Associate Director. The Director's decision will be final.



ARTICLE XIV  
Amendments

These By-Laws may be amended as follows:

A. Any changes proposed must follow the procedures for amendments outlined below:

1. A meeting between the officers and any interested members at large for general review of the by-laws shall occur in an open forum.
2. Amendments may be proposed by any member. Any proposed amendment must be in writing.
3. A majority vote of the officers shall be required for submission to the Advisors and the Associate Director of CASO.
4. The Associate Director of the LBJ Student Center shall have the right to amend or repeal any provision in the by-laws after receiving the proposed amendment.
5. If the Associate Director of the LBJ Student Center changes the existing by-laws or does not accept any proposed changes, a written report outlining the reasons will be forwarded to the President and Advisors within five (5) working days of the submission or change.
6. NTSO has the right to appeal in person any negative decisions or actions from the Associate Director of the LBJ Student Center within five (5) working days of receipt of the report to the Director of the LBJ Student Center.
7. Any and all actions taken regarding the by-laws must be published and posted at NTSO for ten (10) days immediately after final approval of the amended by-laws.