

Constitution

Terry Scholars at the University of Houston

Preamble

For the purposes deemed wise and good, hereinafter set forth, this organization is hereby established submitting itself to be by and dedicating itself to uphold the following constitution.

Article I- Name

Section 1- The name of this organization shall be the Terry Scholars at the University of Houston.

Article II- Purpose

Section 1- It shall be the primary purpose(s) of this organization to:

- A. Serve the local and state community through various community service projects
- B. Foster friendships between scholars through various social events
- C. Host Terry Assistance Program events with alumni for the personal and professional development of current scholars
- D. Attend the three mandatory Terry Foundation functions: Orientation, Banquet, and Picnic
- E. Serve as the student-run community of Terry Scholars at the University of Houston

Article III-Membership

Section 1-Regular membership shall consist of current Terry Scholars, who are currently receiving funding from the Terry Foundation, and are attending the University of Houston.

- A. Members shall have the right to run and vote in officer elections
- B. Members shall not pay dues
- C. Members must attend 3 events – one of which must be a service event – to participate in the application reading days. Participating in the LEAD program will replace the 3 event requirement.
- D. Members wanting to be nominated for a spot in the Terry Panel must have attended 2 reading days
- E. Current Terry Scholars shall attend the three mandatory Terry Foundation functions listed in Article II, Section 1, C. Excused absences, including but not limited to university athletic games and family emergencies, must be approved by the University of Houston Terry coordinator(s) and the Terry Foundation prior to the event
- F. Non-discrimination clause:
 - a. As a Registered Student Organization at the University of Houston we adhere to the University of Houston's Non-Discrimination Policy. The University of Houston is an

Affirmative Action/Equal Opportunity institution. The university provides equal treatment and opportunity to all persons without regard to race, color, religion, national origin, sex, age, genetic information, disability, or veteran status except where such distinction is required by law. Additionally, the System prohibits discrimination on the basis of sexual orientation, gender identity or gender expression.

G. Anti-hazing clause:

- a. This organization will not initiate, participate in, or be witness to any act that inflicts or intends to inflict physical or mental harm or discomfort or which may demean, disgrace, or degrade any person, regardless of location, intent, or consent of participant(s).

Article IV- Officers

Section 1-The officers of this organization shall consist of a President, Vice President, Secretary, Treasurer, Community Service Chair, Historian, and Member Outreach Chair.

Section 2- The responsibilities of the President shall be as follows:

- A. To preside at general meetings of this organization
- B. To serve as the representative of this organization to University Administration, the Student Government Association, the Terry Foundation, the Terry Alumni Chapters, the Honors College, and other organizations
- C. To have signature authority on all checks issued by this organization
- D. To delegate officer responsibilities when deemed appropriate, subject to approval of the membership, officer board and coordinator(s)
- E. To set a date, time, and place for all meetings and special events
- F. To prepare agenda for general and officer meetings
- G. To attend all Terry events. Absences must be excused prior to the event by the officer board
- H. To perform other such duties as the membership or Constitution may specify

Section 3- The responsibilities of the Vice President shall be as follows:

- A. To preside at meetings of this organization in the absence of the President
- B. To organize social events, with assistance of officer board and social committee as needed
- A. To assist Historian in the incorporation of freshmen into a mentorship program
- C. To organize the intramural leagues, including captain appointments for selected sports, and to market intramural events to scholars
- D. To attend all Terry events. Absences must be excused prior to the event by the President.
- E. To perform other such duties as the membership or Constitution may specify

Section 4- The responsibilities of the Secretary shall be as follows:

- A. To record notes for general and officer meetings and maintain meeting minutes

- B. To handle all correspondence of this organization not under preview of the President, including monthly Newsletter communications
- C. To update and maintain all files and websites of this organization, including but not limited to Twitter, Facebook, UH Terry Scholar GroupMe and other pages
- D. To create sign ups and other forms for the membership not already covered by the officers
- E. To attend all Terry events. Absences must be excused prior to the event by the President.
- F. To perform other such duties as the membership or Constitution may specify

Section 5- The responsibilities of the Treasurer shall be as follows:

- A. To keep accurate records of the financial status and transactions of this organization
- B. To receive and disburse all funds of this organization
- C. To have signature authority on all checks issued by this organization
- D. To hold personal responsibility for all organization funds in his/her possession
- E. To allocate budgets to all projects and other expenses, including but not limited to social events.
- F. To approve all purchases made by other officers prior to transactions
- G. To manage fundraising efforts, with assistance of officer board and fundraising committee as needed
- H. To attend all Terry events. Absences must be excused prior to the event by the President.
- F. To perform other such duties as the membership or Constitution may specify

Section 6- The responsibilities of the Community Service chair shall be as follows:

- A. To organize at least three community service projects per semester during the academic year, with assistance from officer board and service committee(s) as needed
- B. To organize community service event logistics, including but not limited to carpooling
- C. To coordinate with other Terry schools for the Statewide Community Service Project
- D. To coordinate with the Houston Terry Alumni to organize joined community service events
- E. To attend all Terry events. Absences must be excused prior to the event by the President.
- F. To perform other such duties as the membership or Constitution may specify

Section 7- The responsibilities of the Member Outreach Chair shall be as follows:

- A. To be the main person of contact for new/incoming scholars as well as returning scholars
- B. To track participation at events and involvement in the organization
- C. To maintain accurate list of membership of this organization
- D. To reach out to scholars if they have not been active during the semester
- E. To communicate events to the scholars via multiple outlets (Facebook, Instagram, etc.)
- F. To assist in organization of intramural leagues and to market intramural events to scholars

- G. To attend all Terry events. Absences must be excused prior to the event by the President.
- H. To perform other such duties as the membership or Constitution may specify

Section 8- The responsibilities of the Historian shall be as follows:

- B. To incorporate freshmen into a mentorship program
- C. To take photos at all Terry events, or, in the case of absence, elect someone to.
- D. To post photos in a timely manner to the Flickr account, Terry Instagram, Facebook page(s) and the uhterryscholars.weebly.com website
- E. To lead the creative effort and execution of shirt designs, while encouraging participation from the Terry Scholars at the University of Houston
- F. To work with Treasurer in the marketing and development of UH Terry cohort merchandise
- G. To create a scrapbook at the end of the year within a budget specified by the Treasurer
- H. To assist the Terry Foundation with photos and materials for the Terry Annual as needed
- I. To attend all Terry events. Absences must be excused prior to the event by the President.
- J. To perform other such duties as the membership or Constitution may specify

Article V- Elections

Section 1- Candidates for any office of this organization must be members, thus being students of the University of Houston for the entire upcoming academic year. Scholars who will be absent during the majority of a semester in the upcoming academic year (due to, but not limited to, study abroad and early graduation) are ineligible for office.

Section 2- Scholars who have been terminated from the Terry scholarship program and are appealing their termination at the time of nominations, or have been placed on academic probation as a result of poor academic performance in the previous semester, are ineligible for office. Any Terry Scholar not meeting the 2.5 GPA requirement to maintain his/her Terry Foundation scholarship is ineligible for office. In the event of a conflict, the Terry Scholar coordinator(s) shall have final say on eligibility for office with consultation from the current President.

Section 2- Candidates for any office of this organization shall be nominated by the voting membership or shall nominate themselves. The nomination must be approved by a second party before becoming official. Nominees must accept the nomination in order to be considered as a candidate.

Section 3- Election of officers shall be preceded by speeches at the final general meeting of the academic year. In the event that a candidate cannot be present for his/her speech, a video may be recorded and displayed at the general meeting. Candidates may use presentation materials and speeches up to 2 minutes in length. Scholars may record and upload speeches and campaign on social media as long as said materials remain appropriate.

Section 4- Election of officers shall be conducted on an online form by the coordinator(s)

Section 5- The online ballot shall include the names of candidates as well as an option for write ins.

Section 6- Election of officers shall be by a majority vote.

Section 7- In case of a tie, votes shall be casted again. In the case of 3 consecutive ties, the outgoing officer board shall decide how to elect the winning candidate.

Section 8- If there is only one candidate applying for an office, that candidate shall take office by default.

Section 9- Officers may be re-elected for their current positions up until their final undergraduate year.

Section 10- Should an officer resign or lose his/her Terry Scholarship...

- A. On or before the month of January, the remaining officers shall decide whether to perform the duties of the resigning officer, or bring in a new officer.
- B. Should the current board decide to bring in a new officer, the new officer shall be elected from the membership. Candidates apply through an online application created by a current officer and members vote through an online form conducted by a member of the Honors College staff. First semester members at UH are ineligible to run.

Section 11- In the case that the President resigns, or is no longer eligible to be a Terry Officer, the Vice-President shall become President. To fill the Vice-President's position, see Article V, Section 10.

Article VI- Meetings

Section 1- General and officer meetings of this organization shall be no less than once a month during the Fall and Spring semesters, the general day and hour to be set by the President.

Section 2 - Transparency Rule: Officer meetings may be opened to limited participation from general membership

Article VII- Amendments

Section 1- Amendments to the constitution, including adding or removing officer positions, require approval from the University of Houston Terry Scholar coordinator(s)

Article VIII- Officer Review

Section 1- Mid-year reviews of the current officer board may be performed by the current coordinator(s) with consultation from the president

Section 2- If an officer is not fulfilling the duties of his/her position, the officer board is responsible for informing the Terry Scholar coordinator(s). The coordinator(s) will make the final decision on whether or not to remove the officer with consultation from the president.

Section 3- If, after review, an officer has not maintained his/her 2.5 GPA and other associated academic and Terry Foundation scholarship requirements, he/she may be removed from office and a replacement officer will be elected, see Article V, Section 10. Exceptions can be made with discretion and approval of the current UH Terry Scholar coordinator(s).

Effective Date: 8/2018