

Student Nutrition Association at the University of Houston Constitution and Bylaws

CONSTITUTION

PREAMBLE The purpose of this organization is to provide a framework for meaningful student involvement and to foster interest in the profession of dietetics. The Student Nutrition Association at the University of Houston strives to broaden the scope of educational experience through nutrition related activities and to provide sound nutrition information to the community.

ARTICLE I: NAME

The name of this organization shall be Student Nutrition Association at the University of Houston (SNA).

ARTICLE II: MEMBERSHIP

Sec. 1. All students interested in dietetics/nutrition shall be considered for membership.

Sec. 2. To obtain membership, each member must pay dues set forth by the association.

Sec. 3. To maintain membership, each member must attend a minimum of two meetings and participate in a minimum of one event per semester. No member is allowed to be more than ten minutes late to an official meeting or leave more than more than ten minutes early from the meeting. If a member signs up for an event he/she is required to attend. If he/she is not able to attend they must be give a 48-hour notice (emergencies are exempt from this). If a member skips more than one event that he/she signed up for, a notice will be given to Professor Ann Svendsen-Sanchez

ARTICLE III: OFFICERS AND RESPONSIBILITIES

Sec. 1. The elected officers of this organization shall be the President Elect, Vice President, Secretary, Treasurer, Historian, Volunteer Coordinator, and Public Relations Coordinator. Term of office will be set as deemed necessary be the association. The President Elect will take office one year prior to becoming President. All officers must maintain a minimum 3.0 GPA and in good standing with the University of Houston.

Sec. 2. The President shall: Direct the business of the association and preside at all general or executive meetings. Be responsible for the leadership in the overall planning of the organization's activities. Be in charge of the installation of the new officers. Maintain organizational files. Assist all other officers as needed.

Sec. 3. The President Elect shall: assist the President in all tasks and shadow the President.

Sec. 4. The Vice President shall: Serve as supervisor and coordinate activities of committee people. Discharge duties of the President in the case of her/his absence, resignation, or forfeiture of office. Actively assist the president in any way possible to carry out the objectives and goals of SNA. Assist all other officers as needed.

Sec. 5. The Secretary shall: Record the minutes of the officer meetings and official SNA meetings of the organization and distribute them to the following: The SNA files all SNA

officers, and by e-mail to all SNA members, officers, and the faculty and advisor. Conduct all correspondence. Maintain the organizational e-mail roster. Assist all other officers as needed.

Sec. 6. The Treasurer shall: Assume responsibility for keeping an accurate and up to date account of all funds. Collect membership dues and record. Pay the organizations financial obligations. Present a financial report at the first officer meeting of the month. Maintain a list of all paid members for each semester. Assist all other officers as needed.

Sec. 7. The Historian shall: Assume responsibility for keeping an accurate and up to date attendance of all meetings. Keep record of all meetings and events. Take photos at SNA events and keep an online archive of photos. Assist all other officers as needed.

Sec. 8. The Volunteer/Communities Activities Coordinator shall: Provide members with information on volunteering opportunities and community activities. Assist members in planning, recruitment, and implementation of activities. Working with other officers to maintain a list of contacts. Assuring groups participation in various HADA, TSDA, TAND, and AND events. Attending HADA, TSDA, TAND, and AND meetings and conferences. Assist all other officers as needed.

Sec. 9. The Public Information/Relations/Promotions Coordinator shall: Be responsible for Marketing SNA within the UH community Assist in the recruitment of new members Assist all other officers with the promotions of all activities. Assist with the maintenance of the SNA website Make announcements and post flyers on SNA meetings and activities.

ARTICLES IV: FACULTY ADVISOR

Sec. 1. There shall be an advisor from the College of Education Department of Health and Human Performance.

Sec. 2. The advisor shall hold the responsibility of advising the organization in an educational professional manner.

ARTICLES V: ELECTIONS

Sec. 1. Officers of the organization shall be elected by ballot during the month of April and installed no later than May 31st.

Sec. 2. All currently enrolled students who are not on academic probation and who have been paid members of SNA for at least on full semester prior to the election may be eligible to run for an office (with the exception of President and President Elect).

Sec. 3. If the President is vacated before expiration, the Vice President shall assume the office. If any other officer is vacated before expiration of the term, the members of the organization will make an interim appointment of the office until an election can be called. Sec. 4. Written applications for officers shall be made available to members.

ARTICLE VI: MEETINGS

General and/or executive meetings shall be under the direction of the president and shall encompass the interest of all members.

ARTICLE VII: CONSTITUTIONAL AMENDMENTS

This Constitution may be amended by two-thirds vote of the membership present at announced and specified time.

ARTICLE VIII: PARLIMENTARY AUTHORITY

Robert's Rules of Order, Revised shall govern this organization in all cases to which they are applicable, subject to such rules as have or may be adopted.

ARTICLE IX: ANTI-HAZING CLAUSE

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 X: NON-DISCRIMINATION CLAUSE

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.

BY LAWS

ARTICLES I: MEMBERSHIP

Sec. 1. To be eligible for membership each person must attend at least two official SNA meeting during the semester in which they have paid dues.

Sec. 2. To maintain membership, each member must attend a minimum of two meetings and participate in a minimum of one event per semester. No member is allowed to be more than ten minutes late to an official meeting or leave more than ten minutes early from the meeting. If a member signs up for an event he/she is required to attend. If he/she is not able to attend they must be give a 48-hour notice (emergencies are exempt from this). If a member skips more than one event that he/she signed up for, a notice will be given to Professor Ann Svendsen-Sanchez.

Sec. 3. Attendance at all organizational events will be recorded with a sign in sheet as directed by the Historian.

Sec. 4. A person who has fulfilled the eligibility requirements and has paid the organizational dues has the right to vote.

Sec. 5. Membership dues are \$20 per semester and \$30 per year payable by cash or check made out to the SNA. Dues can only be paid to the treasurer at official SNA meetings only. Dues must be paid by members at the September meeting.

ARTICLES II: RECALL OF OFFICERS

Members who feel that elected or appointed Officials are not fulfilling their duties as described in this Constitution shall have the opportunity to present a typewritten account of the alleged offenses by that officer to the organization. This will be presented to the members who have fulfilled their membership and to the person charger. It is the duty of the members to take action.

ARTICLE III: ELECTIONS

Sec. 1. Members who wish to run for office must submit a written application that includes: Name Major Classification Reasons for running related to office

Sec. 2. The application will be posted in a specified area in April prior to the election.

Sec. 3. Ballots will be available at the election meeting to members who wish to vote. Members who would like to vote must be present at the election. Each member is only allowed one vote for each position.

ARTICLE IV: CONSTITUTIONAL AMENDMENTS

Proposed amendments must be submitted in written form to the officers prior or the meeting in which they will be discussed.

ARTICLE V: OFFICER DUTY DISTRIBUTION

In addition to the above responsibilities, it is also the responsibility of each officer to communicate all questions, concerns, comments, time restriction problem, etc. to the other officers to keep the organization productive and functional. If at any time an officer cannot perform his/her duties, they are responsible for seeing the duty completed. Asking for help is encouraged. After new officers are elected for the next school year, current officers shall be responsible for providing all history and information to the future officers.

