NON-TRADITIONAL STUDENT ORGANIZATION CONSTITUTION

Amended July 11, 2012

ARTICLE I. NAME

The name of this organization shall be the Non-Traditional Student Organization (NTSO) of Shippensburg University.

ARTICLE II. PURPOSE AND FUNCTION

The purpose and function of this organization shall be to identify the needs of the non-traditional students and to provide a means by which these needs are addressed. It is the organization's function to:

1. Promote understanding, exchange of ideas, and academic enrichment for the general welfare of the non-traditional students.
2. Provide a means of communication among NTSO members living on and off campus.
3. Provide a means of communication between the university and the members of the organization.
4. Provide a means of active participation in university activities.
5. Assist students in their transition back into academic and student life.

ARTICLE III. MEMBERSHIP

All undergraduate, full-time, part-time, and continuing education students registered at Shippensburg University shall be considered members of the NTSO. A non-traditional student is defined as a student who has had a break in formal learning, is 24 or more years old and is now returning to the university or entering the university for the first time. The role of the individual members shall be determined by the individual member's interest and participation in this organization.

ARTICLE IV. ADVISOR

A representative of the Dean of Students shall serve as the advisor to the NTSO, in a non-voting capacity. The role of the advisor shall be to advise on matters concerning the Non-Traditional Student Organization.

ARTICLE V. ELECTION OF OFFICERS

Section 1. Qualifications

A. All members are eligible to be nominated for office.
B. To be nominated for office candidates must hold at least a 2.0 cumulative G.P.A. Candidates that have just transferred from another institution must have had at least a 2.0 G.P.A. from their previous institution. Candidates that are new students must have at least a 2.0 G.P.A. at the start of office.

C. To be nominated for the Office of President candidates must have been enrolled at Shippensburg University and an active NTSO member for at least one semester **at the time of taking office.**

Section 2. Nominations and Elections

A. Nominations shall be by ballot and open from the February general meeting to the April general meeting.
B. Elections for all officers must be held at the April meeting.
C. All Officers shall be elected by members of the NTSO only.
D. Voting shall be by secret ballot and tallied with the advisor present. There shall be no proxy voting.
E. The term of office for all officers shall be from August of the current year to August of the following year.
F. To be elected a candidate must receive a simple majority of the votes collected. In the event of a tie vote between those candidates receiving the largest number of votes, a second vote shall be taken and this will continue until one candidate receives a simple majority.

ARTICLE VI. OFFICERS AND DUTIES

Section 1.

The officers of this organization shall consist of a President, Vice-President, Secretary, Treasurer, and a Historian/Photographer. The President, Vice-President, Secretary, and Treasured shall constitute the Executive Committee and the President shall cast a vote only in the event of breaking a tie.

Section 2.

A. The President shall:
    1. Preside over all NTSO meetings.
    2. Have the right to appoint committees to carry out the duties of this organization.
    3. Act as a liaison between faculty, administration, and this organization.
    4. Have the right to call special meetings of the Executive Committee or the NTSO.
    5. Make appointments to fill positions in the event of vacancies.
    6. Sign the NTSO business checks.
B. The Vice-President shall:
    1. Assume the responsibilities of the President in his/her absence.
    2. Assume responsibilities for the coordination of all elections.
    3. Maintain a current list of active and inactive members in the organization.

4. Oversee activities of all standing committees.

C. The Secretary shall:

1. Take minutes at monthly meetings.
2. Write the minute's column for each issue of the online newsletters, message boards, NTSO web page and Facebook.
3. Maintain and update NTSO files.
4. Organized, with the President, the monthly meeting agenda.

D. The Treasurer shall:

1. Report the financial status of the organization monthly.
2. Maintain and accurate account of all business transactions of the organization (i.e. checking account).
3. Sign the NTSO business checks.
4. Work with the Fundraising Committee to identify the financial needs of the organization.
5. Prepare and submit the yearly budget to the Student Senate.

E. The Historian/Photographer shall:

1. Take pictures at NTSO events.
2. Clip articles from publications relating to non-traditional students.
3. Maintain the scrapbook (online).
4. Coordinate public relations for activities and events.
5. Publish and share all relevant information appropriately and in a timely manner.

Section 3. Executive Meetings

The Executive Committee shall meet within one week before each regularly scheduled NTSO meeting, as needed.

ARTICLE VII. REMOVAL FROM OFFICE

Section 1.

A. Any member of this organization may initiate, in writing, the impeachment proceedings.
B. An officer may be removed from office for malfeasance, neglect of office, incompetence, and/or mismanagement of funds.
C. There shall be at least one week between the announcement of impeachment proceedings and the actual procedures. This is to ensure individuals involved may be in attendance and/or prepare a defense.

D. A two-thirds vote of the voting members of the NTSO shall approve impeachment proceedings.

E. 1. The impeachment vote will be taken at the NTSO meeting two weeks after the beginning of the impeachment proceedings.

2. Two-thirds of the voting members of those present in the NTSO shall be required, excluding the member up for impeachment.

3. If the President is the member up for impeachment, the Vice-President shall run the proceedings.

ARTICLE VIII. VACANCIES

Section 1.

In the event of a vacancy in the office of President, the Vice-President shall immediately assume the President's duties for the remainder of that term. The new President shall then appoint a new Vice-President to fill his/her vacancy for the remainder of that term within 14 calendar days.

Section 2.

In the event of a vacancy in the office of Vice-President, Treasurer, Secretary, or Historian, the President shall appoint a new officer within 14 calendar days to assume those responsibilities until the end of that term.

Section 3.

All appointments by the President must be approved by simple majority of the voting membership in attendance.

ARTICLE IX. STANDING COMMITTEES

Section 1.

The NTSO shall establish and maintain three standing committees to include: Programming; Fundraising; and Orientation. The chairpersons of which shall be elected by those individual committees and be responsible for making monthly reports at general NTSO meetings and interim reports to the Vice-President.

Section 2.

A. The Programming Committee will provide:

1. One undergraduate chairperson who will preside over committee meetings.
2. Social, educational, recreational, and cultural programs for the benefit of membership.

B. The Fundraising Committee will provide:

1. One undergraduate chairperson who will preside over committee meetings.

2. Moneymaking project ideas to improve the overall financial status of the organization.
3. An organization budget request, working with the Treasurer, to be submitted on time to the Student Senate for allocation of activity fees.

C. The purpose of the Orientation Committee shall be to assist and work with the orientation program through the Office of Dean of Students to assist new students in their transition to Shippensburg University.

D. The Lounge Committee will provide:
   1. One undergraduate chairperson who will preside over committee meetings.
   2. Monitor NTSO Lounge, and help coordinate use with Graduate Student Association Board members.

Section 3. These standing committees will function for one academic year.

Section 4. All standing committees will report to the voting membership all recommendations, which they may formulate.

ARICLE X. MEETINGS

Section 1. All general meetings shall be open to the university community.

Section 2. The NTSO shall meet at least once each month from September through November and January through April.

Section 3. The President or five members of the NTSO may call special meetings of the NTSO.

Section 4. A quorum shall be at least six voting members of the NTSO.

Section 5. Robert's Rules of Order shall be the parliamentary authority of the NTSO subject to special rules, which may be adopted.

ARTICLE XI. AMMENDMENTS

Upon the petition of five NTSO members, amendments to the NTSO Constitution shall be submitted at a regular meeting. The proposed amendment shall be discussed and voted on at the next regular meeting. A 2/3-majority vote of a quorum is needed to ratify the amendment.

ARTICLE XII. RATIFICATION

Upon approval of 2/3 vote of a quorum the constitution shall be ratified and thereby all others repealed.

Revised July 2012