

Non-Trads on Campus (NTC) Constitution

UNIVERSITY OF WISCONSIN-WASHINGTON COUNTY (UW-WC)

September 2007

PREAMBLE

We, the members of *Non-Trads on Campus* (hereafter referred to as **NTC** in this document), a Club at the University of Wisconsin-Washington County, acting on behalf of the student body, in order to maintain an organized student body, to offer support and fellowship to Non-Traditional Students, do hereby establish this constitution for NTC.

ARTICLE I - NAME

The name of the Non-Traditional Students Club of UW-WC shall be called Non-Trads on Campus or NTC.

ARTICLE II - FUNCTIONS AND PURPOSES

The function and purpose of *NTC* shall be:

- A. To offer support and fellowship for all Non-Traditional Students attending UW-WC.
- B. To sponsor events that may be of particular interest to Non-Traditional Students.
- C. To facilitate communication between Non-Traditional Students, the Student Government, and the school administration, especially concerning issues that are unique to Non-Traditional Students.

ARTICLE III - MEMBERSHIP

- A. Eligibility - Any UWWC student - regardless of age
- B. Types of Membership:
 - Membership shall consist of:
 - a. president
 - b. vice president
 - c. secretary
 - d. treasurer
 - e. general membership

The president, vice president, secretary, and treasurer are elected for organizational purposes only, not as authoritative positions.

ARTICLE IV - ELECTIONS

- A. The president, vice president, secretary, and treasurer shall be elected by members of *NTC* at last meeting of the semester..
- B. The president, vice president, secretary, and treasurer shall serve for one semester, at the end of which, elections for the following semester shall take place.
- C. There is no limit on the number of times a member may be voted into the office of president, vice president, secretary, or treasurer.
- D. If a vacancy occurs during the semester, members of the club shall hold an election for that position as soon as possible after the vacancy is announced.
- E. The president, vice president, secretary, and treasurer have no more voting rights than any other member, and in no way can he or she change the vote because of the position they are holding.
- F. Members are eligible to vote after attending one meeting and signing the membership list.

ARTICLE V - OFFICERS

- A. Eligibility
 1. Any current UW-WC student member who has attended one NTC meeting, and has signed the membership list, may be eligible for the offices of president, vice president, secretary, and treasurer.
- B. Powers of officers
 1. The president, vice president, secretary, and treasurer shall have no more power than any other member and shall serve in office for leadership and organizational purposes only.
- C. Duties of officers
 1. The president, vice president, secretary, and treasurer shall act as spokespersons to other groups and organizations.
 2. The president shall be responsible for:
 - a. coordinating meetings and booking rooms
 - b. presiding over meetings
 - c. coordinating planning and club goals with advisor
 - d. arranging speakers, as voted by members in meetings

3. The vice president shall be responsible for:
 - a. fulfilling duties of president in his/her absence
 - b. coordinating membership activities

4. The secretary shall be responsible for:
 - a. keeping membership lists
 - b. posting flyers to announce meetings
 - c. preparing agendas for meetings
 - d. recording attendance at meetings
 - e. taking minutes of meetings
 - f. communicating with SGA and other campuses on matters relevant to NTC

5. The treasurer shall be responsible for:
 - a. keeping a record of expenses and earnings, as well as a file of club receipts.
 - b. making purchases as directed by members at meetings

5. Club Advisor:
 - a. The club shall be represented by the "**Advisor for Returning Adults**"
 - b. The advisor will work with the executive team with planning issues and assist the organization as needed.

ARTICLE VI - MEETINGS AND PROCEDURES

- A. The regular meetings of *NTC* shall be determined by members of the organization:
 1. at other times, set for the convenience of the majority of members.
 2. if there is a sudden need or during the summer session.

ARTICLE VII - AMENDMENTS

- A. At any time, amendments to this constitution may be proposed at meetings and voted on by the group.