

G-Force Constitution
University of North Texas Health Science Center

Preamble

We the University of North Texas Health Science Center G-Force organization strive to help enroll an additional 300,000 academically prepared people- beyond the 200,000 enrollment growth projected based on current trends- into Texas higher education by 2015.

Article I – Purpose of Organization

The purpose of this organization is to raise awareness among students and their families and other influences about the benefits of higher education and how to prepare for it academically and financially, and to motivate students to successfully pursue higher education.

Article II – Honor Code

All members and advisors are required to follow the honor code. The Honor Code for the organization is as follows:

- (1) I will place continued academic success as a priority for others and myself.
- (2) I am committed to maintaining both an attitude and an environment that recognize the dignity of each individual and encourage appreciation of diverse backgrounds, opinions, and goals in life.
- (3) I am committed to honesty and integrity in all personal, social, and academic endeavors.
- (4) I recognize that a successful organization requires a team effort, and I pledge to work together with others in the organization.
- (5) I will respond promptly, courteously, and positively to the concerns and requests of the organization.
- (6) I will strive to fulfill my responsibilities in an effective, efficient, and timely manner.
- (7) I will conduct myself in a manner that is respectful of others and worthy of respect from others.
- (8) I will dress appropriately for any and all occasions.
- (9) I will abide by all rules, regulations, policies, and procedures of the University and The Texas Higher Education Board, as well as all applicable local, state, and federal laws.

Article III -- Membership

Section 1. Membership

A. Active Members

An Active Member is a student who:

- (1) is currently enrolled in at least six (6) semester hours of college credit coursework at UNTHSC.
- (2) adheres to the University Student Code of Conduct, and follows all University policies, including the Student Organization Policies and Procedures Manual,
- (3) possesses recognized qualities of good citizenship,
- (4) maintains at least a 2.00 cumulative GPA.
- (5) has completed a criminal background check.
- (6) has completed an orientation training session

If a student fails to meet one of these requirements they may appear before the executive committee for an interview. The executive committee then has the power to decide whether or not an exemption to the requirements will be made.

B. Duties of Members

- (1) raise awareness among students and their families about the benefits of higher education.
- (2) help prepare students academically and financially for college.
- (3) motivate students to successfully pursue higher education.
- (4) work in a G-Force center for at least two hours a month.
- (5) attends at least one event a month.
- (6) follow the criteria of a Go Center as established by the THECB or College for Texans Campaign.
- (7) be prepared to work in any center necessary.
- (8) always voice your opinion or ideas on things that keep the organization up to date.

Section 2. Revocation of Membership

- A. If a Member's cumulative GPA falls below 2.00, that Member has one (1) probationary semester (fall or spring) in which to raise the cumulative GPA to at least 2.00. If the Member fails to raise his or her cumulative GPA to at least 2.00 after the probationary semester, the Member shall have his or her name removed from the organization. Once a student's name is removed from the roll, all privileges of membership are revoked.
- B. If a member fails to participate in at least one event a month or fails to perform the duties of a member as stated in Article III Section 1 part B the membership may be revoked.
- C. If a member commits a felony while in the organization their membership will be automatically revoked.
- D. If a member violates a high school's rules or jeopardizes a high school student, their membership will be automatically revoked.

Article IV – Organization Advisors and Their Duties

Section 1. The Organization Advisors

Faculty or staff members are recommended by the organization for approval by the Executive committee. The Advisors may consist of at least one (1) Primary Advisor and one (1) or more other Advisors.

Section 2. Duties of the Advisors

The Advisors are responsible for the guidance of the organization in its activities, and shall act on behalf of the G-Force and of the University Administration. The Primary advisor will be responsible for assisting and drafting a budget. Advisors must sign off on all financial purchases.

Section 3. Status of Advisors

The Advisors are non-voting members of the G-Force and of the Executive Committee. The Advisors may only overrule the Executive Committee's decisions when such decisions are in conflict with the official policies and practices of the University and the Administration.

Section 4. Texas Higher Education Coordinating Board

The Texas Higher Education Coordinating Board (THECB), as the State sponsor of the Education. Go Get It! Campaign may advise the organization of new developments in the campaign and direct it in special programs that it may offer. THECB may, but is not obligated, to financially support the activities of the Go Center and opening of future Go Centers. Additionally, the regional coordinator or State consultant should be made aware of special events hosted by the UNTHSC G-Force taking place in the high schools.

Article V – G-Force Officers

Section 1. Executive Structure and Voting Authority

All Officers must be Members in Good Standing with the organization as set forth in Article III, Section 1A. Officers must be currently enrolled in at least six (6) semester hours of college credit coursework throughout each long 16-week semester. Officers must maintain a 2.5 cumulative GPA. If an officer drops below a 2.5 they are not allowed to serve in their position until their GPA is raised.

The G-Force's Officers are as follows: President, Vice President, Secretary/Resource Specialist, Technology Specialist, Events Specialist, and Leadership Specialist. All

Officers are voting members of the Executive Committee. In case of a tie the President shall cast the tie-breaking vote.

Section 2. General Duties

As part of their general duties, all Officers shall:

- (1) serve on the Executive Committee,
- (2) attend all meetings, both executive and general, and must not miss more than two (2) consecutive executive and/or general meetings or be held subject to review of their status as Officers,
- (3) keep a record of contacts while in office in the appropriate notebook or journal,
- (4) support and attend G-Force activities, including general meetings, fundraisers, socials, and service projects.
- (5) assist in compiling appropriate Officer notebooks prior to the start of each year,
- (6) help with all public relations for the organization.
- (7) review the Constitution in each April, amend as supported by a simple majority

Section 3. Specific Officers' Duties

In addition to the general duties enumerated above, each Officer shall be responsible for the following specific duties:

A. President:

- 1) Will represent G-Force in the university and community, and speak on behalf of the group to media and at public forums.
- 2) Act as the contact person for the organization
- 3) Preside over all meetings of the organization
- 4) Will approve all expenses
- 5) Aid in budget drafting

B. Vice President

- 1) Perform all duties of the President in the absence of the President
- 2) Concentrate his/her efforts on recruiting reliable, enthusiastic members

C. Technology Specialist (2)

- 1) Responsible for creating and maintaining G-Force webpage on GOCenter.info site
- 2) Work with Region X and XI Coordinators to ensure page consistency
- 3) Attend area trainings related to G-Force website
- 4) Inform regional coordinators of modifications to webpage
- 5) Will serve as official photographer at all G-Force functions

D. Secretary/Resource Specialist

- 1) Maintain careful and complete records of the proceedings of all meetings
- 2) Take responsibility for recording and distributing the minutes of all meetings

- 3) Keep a steady eye on the calendar of events and remind other members of the agenda through email
- 4) Maintain records on G-Force activities and GO center use; submit this information on a regular basis to the Regional Coordinators
- 5) Identify and obtain relevant and up-to-date resource materials for Go Centers, to include financial aid and scholarship information, college admission information, career-related information, etc. Submit new resources to Regional Coordinators to be shared across Go Centers in Regions 10 and 11.

E. Event Specialist

- 1) Coordinate G-Force team efforts as they relate to special events and outreach
- 2) Serve as main point of contact for special events
- 3) Collect and distribute information to the Regional Coordinators and G-Force team regarding community events for outreach purposes
- 4) Oversee coordination of special events sponsored by the UNT Health Science Center G-Force team

F. Leadership Specialist

- 1) Serve as liaison between high school and college G-Force members
- 2) Participate in specialized train-the-trainer sessions with Regional Coordinators and leaders from other G-Force teams in the area
- 3) Assist with training of home G-Force members at both the high school and college level

Article VI – Election of Officers

Section 1. Candidates for Office

All candidates for office must be members in Good Standing with the organization. Good Standing is defined by meeting all the qualifications to be a member as well as academic standing with the university. To run for president you must have served as an officer or committee chair the previous semester. If a candidate does not meet these requirements they may go under review by the executive committee. To run for president you must be able to commit for a full one-year term.

Section 2. Term of Office

The term of office is for one (1) year, beginning in May. Elections will be held in April of the Spring semester.

Section 3. Election of Officers

All eligible candidates who wish to run for an office must declare candidacy by the first of April each year. Declarations shall be sent to the secretary. They shall be expected and prepared to give an informal speech declaring qualifications at the election meeting. After all candidates have spoken, voting will take place on ballots provided.

Announcement of officers will immediately follow. In the event that a candidate is absent for the election meeting, it is permissible that another member speak on their behalf.

Article VII – Vacancies of Offices

Section 1. Officer Vacancies

If an Officer vacates a position, the President will recommend to the Executive Committee a qualified Member in Good Standing who has agreed to fill the vacant position by appointment. For the vacancy to be filled, the Executive Committee must ratify the appointment by a simple majority vote. If the Executive Committee does not ratify the appointment, the President will recommend another appointment for the vacant position at a subsequent Executive Committee Meeting. Until the position is filled, the duties of the vacant office shall be shared by the other Officers as requested by the President. Each appointed and approved Officer will fulfill the remainder of the term.

Section 2. Presidential Vacancy

If the President vacates his or her office, the Vice President shall assume the duties of the President, and a new Vice President will be appointed as covered in Article VII, Section 1.

Article VIII – Removal of an Officer

Section 1. Establishment of Officer's Abandonment of Position

An Officer will be considered to have abandoned his/her position if any one or more of these conditions applies:

- (1) if an Officer fails to attend two or more consecutive Executive and/or General Meetings, without appropriate notification to the Executive Committee,
- (2) if an Officer repeatedly fails to attend Executive and/or General Meetings, regardless if notification has been given to the Executive Committee of an inability to attend those specific meetings, or
- (3) if an Officer consistently fails to perform his/her duties to the organization in a reasonable and credible way.

Section 2. Removal of Officer Who Has Abandoned Position

If an Officer meets one or more of the conditions for abandonment of his/her position, the Executive Committee will vote on whether to remove the Officer from the abandoned position. The officers has the option to be present at the executive meeting to state their case to the executive committee before a vote is taken. A vote of three-fourths of the Executive Committee members present at an Executive Meeting will be necessary to remove the Officer from the abandoned position officially. When the Executive

Committee declares that a position has been abandoned the Officer will be removed and forfeit, all rights to that position. The position will be declared vacant.

Section 3. Officer Notification of Abandonment of Position

A letter or email will be sent to the last known address of the Officer by the Executive Committee, stating the Chapter's official declaration of his/her abandonment and his/her removal as an Officer of the Chapter, resulting in a vacancy in that position.

Section 4. Replacement of Officer Who Has Abandoned Position

The vacant position will be filled at an Executive Meeting according to Article VIII, Section 1.

Article IX – Meetings

Section 1. General Meetings

General meetings will be held once a month and on dates decided by the organization. Meeting dates will be announced via email, phone calls and posted on the website. A quorum for a regularly scheduled general meeting consists of the President, at least one (1) member of the executive committee and at least three (3) members. At least one Advisor should be present at General Meetings, but the meeting may be held without an Advisor present. Attendance sheets will be signed and kept to record attendance at each General Meeting, and official minutes will be taken.

Section 2. Executive Committee Meetings

Executive Committee Meetings will be held prior to or after each General Meeting, and may be held at other times if scheduled on the Calendar or if called by the President and/or the Primary Advisor. A quorum for an Executive Committee Meeting consists of the President, Vice President, and at least two (2) additional Officers. A simple majority vote of the Executive Officers in attendance at an Executive Committee Meeting is required to carry a vote on an issue.

Only Organization Officers, Committee Chairs and Advisors are permitted to attend an Executive Committee Meeting, although the Meeting may be adjourned to allow an invited visitor to be heard, and then reconvened after the visitor has departed.

At least one Advisor should be present at Executive Committee Meetings, but a meeting may be held without an Advisor present. Attendance sheets will be signed and kept to record attendance at each Executive Committee Meeting, and official minutes will be taken.

Article X – Finances

Section 1. Organization Account

All funds collected or received on behalf of the Organization shall be deposited in an account and only accessible by the Advisor.

Section 2. Purchases under \$75.00

All purchases under \$75.00 dollars shall be handled by reimbursement. The members must submit some type of proof of purchase, including but not limited to a receipt or invoice. The President or Treasure will reimburse the member once the purchase has been approved.

Section 3. Purchases over \$75.00

For all purchases over \$75.00 the member shall consult the President and Advisor for approval before purchasing the item(s). The member must submit some type of invoice to supplement the request for money. The President and Advisor will then help the member decide on a way to pay for the item.

Article XI – Amendments and Revisions

Section 1. Constitutions

The University requires the organizations membership to review and ratify the constitution, and submit the constitution. for administrative approval to the Office of Student Affairs every academic year, according to the guidelines set forth in the Student Organizations Policies and Procedures Manual.

Section 2. Amendments

Proposed changes to the Constitution will be announced, discussed, and voted on at a General Meeting. The Constitution may be amended by a vote of two-thirds of the Members present at any General Meeting, provided that the proposed amendment had been presented at a previous General Meeting.

Section 3. Constitution Approval

After the Constitution have been voted on and approved by Organization Members as set forth in Section 2 above, the Constitution will be sent to the Advisor(s) and Student Activities Center for approval.

Ratification of Constitution

I hereby agree that I have read and understand the articles of the G-Force Organization's constitution. I agree to abide by all rules and follow all duties for mentioned while participating as member of G-Force.

Signature

Date

Membership Agreement

I, _____, commit that I will fulfill the duties of G-Force, including, but not limited to:

- ◆ To perform my duties as indicated in the G-Force Constitution to the best of my ability.
 - Raise awareness among students and their families about the benefits of higher education,
 - Help prepare students academically and financially for college,
 - Motivate students to successfully pursue higher education,
 - Work in a Go Center for at least two hours a month,
 - Attend at least one event a month,
 - Comply with the guidelines of a Go Center as established by THECB or *College for Texans* Campaign,
 - Be prepared to work in any center necessary,
- ◆ To adhere to organizational rules and procedures, including record-keeping requirements
- ◆ To maintain confidentiality of organization and client information.
- ◆ To be open to supervision and feedback which will facilitate Go Center growth.
- ◆ To meet time and duty commitments.

G-Force Member

G-Force President

G-Force Advisor

