

CONSTITUTION OF THE
STUDENT GERONTOLOGY ASSOCIATION
at the University of Wyoming
Drafted and Ratified by Authors in 2021

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c.c.: U.W. Center for Student Involvement
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PREAMBLE

WHEREAS the University of Wyoming is established to provide accessible and affordable higher education of the highest quality; rigorous scholarship; the communication and application of knowledge; economic and community development; and responsible stewardship of our cultural, historical and natural resources; and

WHEREAS students across campus, comprised of both graduates and undergraduates, want to establish service and information networks both to and for older adults in Wyoming, the local community as well as to other students interested in becoming involved in the field of gerontology; and

WHEREAS members of the Student Gerontology Association want to become an organized and viable force in shaping the future of their campus as well as community and public policies affecting their educational and professional endeavors;

BE IT RESOLVED that a student organization be formed, established and perpetuated as the official vehicle toward student organization and representation in the field of Gerontology.

ARTICLE I. NAME

FROM THIS DAY FORTH, let the Student Organization at the University of Wyoming be known as the Student Gerontology Association (or by its initials, S.G.A.; or by its abbreviation, SGA).

ARTICLE II. PURPOSE

Section 1: The purpose of the S.G.A. is to provide students who have interest in aging issues from across campus with the opportunity to interact with like-minded students. The organization is formed to offer opportunities for students to socialize, network with professionals in the field, gain knowledge in the area of gerontology, explore career opportunities and volunteer to make our community stronger and more age-friendly.

Section 2: The Student Gerontology Association is willing to abide by all policies established by the University of Wyoming.

ARTICLE III. MEMBERSHIP

Section 1: Membership in S.G.A. shall be open to all currently enrolled students at the University of Wyoming.

Section 2: S.G.A. admits students without regard to their race, gender, religion, color, national origin, disability, age, protected veteran status, sexual orientation, gender identity, genetic information, creed, ancestry, political belief, or any other applicable protected category and affords each member all the rights, privileges, programs, and other activities generally accorded or made available to members of the organization.

Section 3: Denial or withdrawal of S.G.A. membership will be considered only in case of expulsion from UW. In this case, membership denial or withdrawal is automatic.

Section 4: Dues for membership will be determined by a Finance Committee at a special meeting to be held annually before the first general meeting. If dues are collected in a given school year, then non-dues paying members may attend general meetings, but will be unable to participate.

ARTICLE IV. OFFICERS

Section 1: Officers of the Association will consist of a President, Vice-president, Secretary, Treasurer, and Parliamentarian. The S.G.A. officers will comprise the Executive Board. Executive Board members are responsible for maintaining active participation in the Association.

Section 2: Executive Board members shall fulfill the roles outlined in Parts A thru E, described below.

- A. The President will be the official representative of the S.G.A. organization. The President will be responsible for preparing agendas for all Executive Board and general S.G.A. meetings. The President will delegate necessary responsibilities to all officers and committee chairpersons. The President will chair all general S.G.A. and Executive Board meetings. The President will be empowered to authorize or reject all S.G.A. expenditures.
- B. The Vice-president will perform all presidential duties in the absence of the President. Upon agreement, the Vice-president will assume the office of the Presidency if the President is unable to complete their term of office. The Vice-president will serve as a liaison between all S.G.A. standing and special committees and the membership at large. The Vice-President will perform any duties as requested by the President.
- C. The Secretary will take the minutes of every general S.G.A. and Executive Board meeting and will distribute minutes to members following the general S.G.A. before the next meeting. The Secretary will maintain and update the Board Rosters, Organizational Charts and job descriptions. The Secretary will establish and maintain accurate and organized files for S.G.A. These records must be kept for a period of seven (7) years. The Secretary will be responsible for all correspondence between S.G.A. and University entities including the Student Organizations & Entertainment Office, the Center for Student Involvement and student government (Associated Students of the University Wyoming), as well as the community. The Secretary will make general S.G.A. and Executive Board meeting announcements and be responsible for ensuring that such announcements are adequately publicized.
- D. The Treasurer will keep an accurate record of all debits and incomes and present a monthly report on the Association's financial status at each general S.G.A. meeting and shall keep all financial records for a period of seven (7) years. The Treasurer will be responsible for ensuring that there is enough capital available so

that S.G.A. can operate effectively. The Treasurer will be empowered to make all purchases for S.G.A. that have received prior approval by the President. The Treasurer shall submit a board report for review at the board meetings. Responsibility for reconciling monthly bank statements and accounting for any overdraft or service charges will be delegated to the Treasurer.

- E. The Parliamentarian shall advise the Executive Board and membership on points of order and proper procedures according to the S.G.A. constitution and bylaws. They shall keep order at club meetings. The Parliamentarian shall not be a voting member unless and only when there is a tie vote by the Executive Board.

Section 3: In addition to the Executive Board, four (4) permanent standing committees are established to maintain and administer the primary endeavors of the organization, including a Student Relations committee, a Rules and Constitution committee, a Communications committee, and a Finance committee.

- A. Officers of the S.G.A. will be appointed by the president to assume the position of chair for each standing committee. The president may also appoint himself as chair of any standing committee. The term for serving as committee chair will correspond to the term of S.G.A. office (i.e., one (1) academic year).
- B. Committee chairs are required to attend each session of their respective committee meetings unless prior consent and arrangements for a voting proxy have been made with the President at least one (1) week prior to the scheduled committee meeting.
- C. Each committee chair must present a complete report on the proceedings of committee meetings to the President within one (1) week of when the meeting was held.
- D. If an S.G.A. Executive Board meeting is held within one (1) week of the committee meeting, then this report may be presented orally at the Executive Board session. If, however, an S.G.A. Executive Board meeting is not held within one (1) week of the committee session, then these reports must be presented to the President in writing within the one-week period.
- E. Standing committees will be composed of general S.G.A. member volunteers chosen by the respective chair of each committee. Each committee member is enfranchised with one (1) equal vote in all voting decisions within their respective committees.

ARTICLE V. OPERATIONS

Section 1: The term of each S.G.A. office may not exceed one (1) academic year; elections will be held every April following a weeklong nomination process.

Section 2: Candidates for the Executive Board shall be nominated by members of S.G.A.

Section 3: Elections will be by secret ballot. Candidates for each office must achieve a simple majority of voting members to be elected to office. The outgoing Executive Board will be responsible for vote tabulations.

Section 4: Several weeks of changeover preparation will include a period of co-working between outgoing and incoming S.G.A. officers, prior to new officers assuming full responsibility when classes commence in the Fall Semester.

Section 5: In case of tied votes during the election of S.G.A. officers, a special election shall be held by vote of current Executive Board Members.

Section 6: In the instance where an officer is not able to complete their term, a special election will be held in a manner emulating the regular elections procedures.

Section 7: Following each selection or change of any officer/advisor, officers and/or advisor(s) of S.G.A will update their UWConnect Portal under the appropriate areas. The Secretary is primarily responsible for notifying the University of any changes in S.G.A. leadership.

Section 8: Any member will be vested with the authority to write a petition of recall against any officer who violates their duties as described in this constitution.

- A. Petitions of recall must state the officer's name, the alleged violations, their frequency, and why removal would be an effective solution to the violations cited. Recall petitions must be signed and dated by at least three-fourths (3/4) of all members of the Association. Members who sign such petitions must also write their student W numbers for that semester next to their signatures.
- B. Officers may appeal their recall in writing with the Executive Board by stating why removal from office is not appropriate, or otherwise by providing mediating circumstances in the case.
- C. After the required number of students has signed a petition, and the recalled officer has appealed their case, the Executive Board shall vote for or against removal at its next Executive Board meeting. Removal shall be contingent on a simple majority vote of the Executive Board.
- D. Voting for removal from the Executive Board by remaining members of the Executive Board must occur within three (3) weeks of the submission of the complete petition. Removal voting will be done by secret ballot and only a unanimous vote shall carry a motion of removal. In the event of a tie vote, removal shall be rejected.
- E. Once an officer has been removed, the Executive Board may choose to call a special election following the terms delineated in this Article, Sections 2 and 3 above.

Section 9: The Executive Board will be vested with the authority to name [a] Faculty Advisor(s) for S.G.A. The Faculty Advisor(s) will either be a full-time faculty member, or a full-time staff

currently employed with the University of Wyoming. The Faculty Advisor will serve as a liaison between S.G.A. and the University. The Faculty Advisor(s) will be [an] honorary member(s) of the Executive Board and is [are] therefore not bound by rules of membership stated in Article III, Section 1 of this constitution.

Section 10: Any member will be vested with the authority to write a petition of recall against any advisor who violates their duties as described in this constitution.

- A. Petitions of recall must state the advisor's name, the alleged violations, their frequency, and why removal from their position would be an effective solution to the violations cited. Recall petitions must be signed and dated by at least three-fourths (3/4) of all members of the Association. Members who sign such petitions must also write their student W numbers for that semester next to their signatures.
- B. Advisors may appeal their recall in writing with the Executive Board by stating why removal from the position is not appropriate, or otherwise by providing mediating circumstances in the case.
- C. After the required number of students has signed a petition, and the recalled advisor has appealed their case, the Executive Board shall vote for or against a removal at its next Executive Board meeting.
- D. Voting for removal of an Advisor by members of the Executive Board must occur within three (3) weeks of the submission of the complete petition. Removal voting will be done by secret ballot and only a unanimous vote shall carry a motion of removal.
- E. Once an Advisor has been removed, the Executive Board may choose to call a special election following the terms delineated in this Article, Section 9 above.

ARTICLE VI. MEETINGS

Section 1: Executive Board meetings shall be held prior to each general meeting at least one (1) week prior to the general meetings, or a total of nine (9) times during the school year.

- A. Executive Board meetings are called by the President and announced by the Secretary.
- B. Executive Board members are responsible for planning activities and agendas for general meetings.
- C. Executive Board meetings may be held in person, or via electronic means, including but not limited to video conference interface, or by exchanges through email.
- D. In case of unavoidable absence to any Executive Board meeting, board members are empowered to appoint a voting proxy on their behalf.

- E. Executive Board members must attend a majority of (at least five [5] general meetings.
- F. During vacation time, a proxy system must be established to provide continuity to the endeavors of S.G.A.

Section 2: General meetings must be held at least once a month or a total of nine (9) times during the school year.

- A. General meetings must be publicized by the Secretary at least one (1) week prior to the scheduled meeting date.
- B. Notification shall be provided by the Secretary through written means including, but not limited to flyers or by electronic communications, including but not limited to email and the organization's website.
- C. General meetings may be held in person, or via electronic means, including but not limited to video conference interface.

Section 3: Standing committee meetings shall be called by the appointed committee chair as needed.

- A. The chair is responsible for announcing meetings through written means including but not limited to email and the organization's website.
- B. The purpose of meetings is to address in detail activities in the specific jurisdictions of each committee.
- C. Standing committee meetings may be held in person, or via electronic means, including but not limited to video conference interface.

Section 4: Special committees shall be called by the President of S.G.A. for purposes of satisfying the special needs of the organization or the University of Wyoming.

- A. Any S.G.A. member may suggest the forming of a special committee to satisfy a justifiable need by notifying the president of the organization of the need in writing.
- B. Chairs of special committees shall be appointed by President or by chairs of standing committees.
- C. Meetings of special committees will be held as deemed appropriate by the committee chair.
- D. Special committee seats will be filled by S.G.A. members.
- E. Special committee meetings may be held in person, or via electronic means, including but not limited to video conference interface.

ARTICLE VII. FINANCES

Section 1: Activities of S.G.A. shall be funded through the fund-raising activities of its members as directed by the Executive Board and the Finance Committee.

Section 2: In the event that the organization is dissolved, all remaining funds collected will be used to pay off any debts incurred by the organization. Remaining funds shall be returned to their original sources if the S.G.A is able to prove where the funds came from. Any additional remaining funds will be donated to ASUW for use by the Student Organization (SO) Funding Board to support other student organizations.

ARTICLE VIII. AMENDMENTS

Section 1: Amendments to this constitution may be proposed by any S.G.A. member. Proposals for amendments must be received in writing by a member of the Executive Board in order to be on the agenda for the following general meeting.

Section 2: Discussion of proposed amendments shall be open to all voting members of the S.G.A.

Section 3: Final votes of amendment proposals shall be made at general S.G.A. meetings or special meetings (if such a special meeting is deemed necessary). In order for a vote to be taken, a quorum of three-fourths (3/4) of voting members must be present.

Section 4: Amendments are voted upon by members present for ratification. A proposed amendment becomes part of the Constitution as soon as it is ratified by three-fourths (3/4) of voting members at the general meeting attended by a quorum (as described in this Article in Section 3) of all members.

Section 5: After University recognition is granted to S.G.A., any proposed amendments to the approved constitution or bylaws will be presented to the Student Organizations & Entertainment Office for approval and such changes shall not be effective until approval is granted.

Constitution:
First Completed: 2/18/2021

CSIL/Student Organizations & Entertainment Office Approved _G. Falcon 2/19/21