

CONSTITUTION

RESPIRATORY CARE STUDENTS OF VICTORIA COLLEGE

ARTICLE I – Name

The name of this organization shall be **Student Cardiopulmonary Organization Promoting Excellence (S.C.O.P.E.)**.

ARTICLE II – Purpose

The purpose of this organization shall be to:

- A. To provide opportunities for students to share mutual interests, ideas, and experiences related to the field of Respiratory Care.
- B. To promote community awareness and support of the Respiratory Care Program and Profession.
- C. To raise funds for scholarships and group educational events.
- D. To promote education, leadership, community and responsibility for Respiratory Care students.

ARTICLE III – Affiliation

Section 1 This organization shall operate according to the regulations and policies of Victoria College, the Student Organization Handbook and community, state and federal laws.

Section 2 This organization shall adhere to the regulations and constitution of the national organization of the American Association for Respiratory Care that do not conflict with the regulations and policies of Victoria College.

ARTICLE IV – Nondiscrimination

This organization shall not discriminate on the basis of race, color, religion, creed, national origin, sex, physical handicap or age.

ARTICLE V – Membership

Section 1 All officers and voting members of this organization shall be full fee-paying students of Victoria College. Members must be in or have applied to the Respiratory Care program and must maintain at least minimum College academic requirements. Members of this organization shall be voluntary participants in the organization's activities.

Section 2 At least 51% of the total membership shall be enrolled in the Respiratory Care Program and be full-fee students.

Section 3 Membership fees are \$5.00 and renewed annually.

ARTICLE VI– Meetings

- Section 1** Quorum – To conduct business a simple majority of the voting members must be present at the meeting. Two-thirds of the voting members must be present for all elections.
- Section 2** Voting percentages – All motions, except those dealing with amendments shall require a simple majority vote of the quorum to pass. Motions dealing with amendments will require a 2/3-majority vote of the total voting membership.
- Section 3** Parliamentary authority – The Constitution of the organization will be the supreme authority in parliamentary procedure at all meetings. The Bylaws of this organization will be the next highest authority, and Robert’s Rules of Order will be the parliamentary handbook followed except where it conflicts with the Bylaws or this Constitution.
- Section 4** Frequency of meetings – This organization will have meetings at least two times a semester. The President, Vice President, or 2/3 majority of voting members may call emergency meetings. Written notice of meetings shall be given to all members t least three days prior to such meeting.

ARTICLE VII – Officers

- Section 1** All officers shall be full fee-paying students at Victoria College, currently enrolled in the Respiratory Care Program and must maintain a minimum of 2.0 cumulative GPA. The officers of this organization shall be the following:
President, Vice President, Secretary and Treasurer.
- Section 2** Term of office – An officer shall serve for one calendar year from the time of installation to office, or until his/her successor is appointed, and or elected.
- Section 3** **Duties of officers – The duties shall be as follows:**
- A. The President:**
1. Must report to the Student Activities Office within two weeks after the beginning of the fall semester, and within 10 days of any election, the names of all officers of the organization and other information that the Student Activities staff request.
 2. Shall provide leadership and motivation in the pursuit of the organization’s goals.
 3. Shall form committees and appoint chairperson to serve the various functions of the organization.
 4. Shall serve as a liaison between the Student Activities and the organization.
 5. Shall serve as chairperson of all organizational meetings.
 6. Shall coordinate organizational activities with Victoria College – Respiratory Care Program.
 7. Shall work closely with the organization’s advisor.
- B. The Vice President:**

1. Will be responsible for the writing of the Bylaws of this organization and presenting them for approval of the quorum of voting members.
 2. Shall serve in the capacity of President in the President's absence.
 3. Shall perform other duties as requested by the President or Advisor.
- C. The Secretary:**
1. Will record the minutes of organizational meetings.
 2. Shall perform other duties as requested by the President or Advisor.
 3. Shall provide written notice of meetings as specified by Article VI, section 4.
- D. The Treasurer:**
1. Will be responsible for handling all funds of this organization.
 2. Shall perform other duties as requested by the President or Advisor.
- E.** All other duties of officers will be outlined in the bylaws.

ARTICLE VIII – Elections

- Section 1** Type of elections – General election will be held to replace officers whose terms have expired. Special elections will be held when an office is vacated in midterm. (See Article VI, section 4).
- Section 2** Nomination of candidates – A candidate for office must be nominated by a voting member during the first meeting in September in the case of general elections, or during the meeting one week prior to special elections.
- Section 3** Time of elections – General elections will be held during the first meeting in October and special elections will be held as necessary.
- Section 4** Form of vote – General elections and special elections will be by secret ballot.

ARTICLE IX – Removal of Officers

- Section 1** Grounds for removal: Any officer not fulfilling his or her duties as outlined in this Constitution (Article VII) or Bylaws of this organization to the satisfaction of the voting members may be removed from office. A 2/3-majority vote of the total voting membership shall be required for removal of any officer.
- Section 2** Notice of charges: The motion to remove an officer from his or her position must be presented in writing to the total voting membership at least 2 weeks before the meeting at which the removal will be voted on. (See Article VIII about a special election to replace an officer).

- Section 3** Right to a fair hearing: The officer subject to removal shall have the right to present his or her case to the membership at the meeting in which the voting for removal is to take place.
- Section 4** Right to appeal: Appeals relating to the removal of officers shall be done through the Advisor, Student Activities coordinator, Student Life Committee or VP of Student Services.
- Section 5** Form of vote: All elections under this Article shall be done by secret ballot.

ARTICLE X – Removal of Members

- Section 1** Grounds for removal: Any officer member not fulfilling his or her duties as outlined in this Constitution Article V, Section 1 or section 2 or in the Bylaws of this organization to the satisfaction of the voting membership may be removed from office. A simple majority vote of the total voting membership shall be required for removal of any member.
- Section 2** Notice of charges: The motion to remove a member from his or her position must be presented in writing to the total voting membership at least two weeks before the meeting at which the removal will be voted on.
- Section 3** Right to a fair hearing: The member subject to removal shall have the right to present his or her case to the membership at the meeting in which the voting for removal is to take place.
- Section 4** Right to appeal: Appeals relating to the removal of members shall be done through the Advisor, Student Activities coordinator, Student Life Committee or VP of Student Services. Appeals must be made within two weeks after the vote for removal has taken place.
- Section 5** Form of vote: All elections under this Article shall be done by secret ballot.

ARTICLE XI – Advisor

This organization shall annually designate a member of the faculty/staff at Victoria College to act in capacity as advisor said advisor shall not be a full fee-paying student and shall have no voting privileges.

ARTICLE XII – Financial Support

The finances for this club will come from fund raising projects, individual contributions, the Student Activities Organization of Victoria College and from Victoria College when appropriate.

ARTICLE XIII – Amendments

- Section 1** A proposal to amend this constitution must be presented to the total voting membership in the form of a written motion at least seven days before it is voted upon.

Section 2 A proposed amendment must be adopted in accordance with Article VI, Section 2 and amendments to this constitution must be approved by the Student Life Committee to become effective.

Enactment

Approved by Student Life Committee on _____

By a vote of _____