

ACC Chapter of



Officer/Committee Chair
ACC Chapter of FunNation Foundation
at Austin Community College

Section I. Officers

The officers of **ACC's Chapter of FunNation Foundation** shall be:

- A. President
- B. Vice-President
- C. Secretary
- D. Treasurer
- E. Historian
- F. Parliamentarian

Section II. Qualifications for Office

- A. Officers must be a currently enrolled student of Austin Community College and be in good standing with Austin Community College.
- B. In order to run for officer of ACC's Chapter of FunNation Foundation, members must have a minimum cumulative grade point average (g.p.a.) of 3.0.
- C. While in office, officers must maintain a 3.0 GPA and must not have below 3.0 for more than one semester.
- D. All officers qualify for a term of ONE (1) YEAR or until their successors shall be duly elected and qualified.
- E. Any officer who, during the term of his/her office, ceases to be a voting member, or fails to maintain his/her status as a currently enrolled student and a 3.0 GPA, shall be removed from his/her office and a replacement shall be elected.

Section III. Powers and Duties

- A. **President** (Executive Director), shall serve as the chief executive officer of the organization, shall preside at all meetings of the organization, and shall prepare the agenda for meetings. The President shall have other powers and duties as may be prescribed by the organization.
- B. **Vice-President** shall serve and work closely with the President and share the responsibilities of the organization. The Vice President shall preside at the organization meetings in the absence of the President. The Vice President shall perform all legal duties assigned by the President. The Vice President shall assume the Office of the President if the office becomes vacant.
- C. **Secretary** shall take minutes at all meetings of the organization. The Secretary shall be responsible for all organization correspondence and shall keep copies on file and upload them to the Organization's "Website and Shared Drive" for reference. The Secretary shall maintain membership records for the organization and help calculate volunteer and participation hours for the organization. .



ACC's Chapter of FunNation Foundation Officer Duties

- D. **Treasurer** shall collect payments of dues, help sell items at events, assist with fundraising, handle all financial affairs and budgeting of the organization, maintain all necessary accounting records, and prepare financial reports for the membership.
- E. **Historian** shall take photographs and video of events and coordinate a composition of the semester's meetings, activities, events, and fairs.
- F. **Parliamentarian** will assist the president at maintaining order at meetings according to "Robert's Rules of Order."

Section IV. Qualifications for Office

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- C. While in office officers must maintain a 3.0 GPA and must not have below 3.0 for more than one semester.
- D. All officers qualify for a term of ONE (1) YEAR or until their successors shall be duly elected and qualified.
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Section V. Committee Chairs/Co-Chairs

- Attend officer meetings with the Board of Directors
- Work with the officers and Board of Directors on planning events,
- Lead events by managing the sign-in sheet or google form, and then filling out the event summary form after each event
- Assist officers and members as needed