



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. Powers and Duties**

- A. **President**, shall preside at all meetings of the organization, and shall prepare the agenda for meetings. The President, with the Board of Directors, shall appoint all committees. 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. **Treasurer** shall work with the Board of Directors to handle all financial affairs and budgeting of the organization, maintain all necessary accounting records, and prepare financial reports.
- D. **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.
- E. **Historian** shall take photographs and video of events and coordinate a composition of the semester's meetings, activities, events, fairs, and the recognition and award luncheon.
- F. **Parliamentarian** will assist the president at maintaining order at meetings according to "Robert's Rules of Order."

**Section III. 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.



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- 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 IV. Elections

- A. The electing or appointing of new officers and board members will take place during the end or beginning of each active semester (Fall/Spring) and shall take place at a regularly scheduled meeting of the organization at which a quorum is present. At least one week's notice shall be provided for any meeting at which an election is to be held.
- B. Any one of the initial Executive Board Members with the exception of the Executive Director (President), who may not attend yearly board meetings, general meetings or special meetings, may submit their votes, ideas, suggestions and comments to the Executive Director (President) via an Executive Board Member meeting, email, text, or other tool prior to all other meetings.

### Section V. Voting

- A. Nominations for officers shall be made at the regular meeting immediately preceding the election. Nominations may also be made from the floor immediately prior to the election for each office. Members may nominate themselves for an office.
- B. Officers shall be elected by a majority vote. Any tie between nominees will result in a runoff election until the candidate with the highest number of votes is elected.
- C. Votes shall be cast by secret ballot; however, when there is only one candidate for an office, a motion may be made to elect the candidate.

### Section VI. Meetings

- A. The organization invites all students entering Austin Community College to join the Executive Committee; its student officers and Advisor in the organizations meetings to be held bi-weekly during the active semester.
- B. Event Meetings shall be called as needed by the Executive Committee, Committee Chairs, Co-Chairs, and Committee Members for activities and events.
- C. The Executive Committee; it's newly elected student officers and Advisor will meet at the beginning and end of a semester to plan, review, amend and adopt any amendments made to the constitution or bylaws of the organization.

### Section VII. Membership

- A **Students** must be enrolled at Austin Community College and taking a minimum of three credit hours for new members and one credit hour for returning members.
- B **Free Student Membership**
  - i. May attend, participate, and volunteer at events to earn volunteer time,
- C **Paid Student Membership Benefits**
  - i. May attend, participate, and vote at the organizations meetings and events



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- ii. Students earn a ticket for each event they attend for chances to win door prizes (could include a possible \$100 scholarship) at the semesters Fun4Wellness Workshop or Fair.
- iii. Discounted prices for selected events that have a fee,
- iv. Earn an additional ticket if they volunteer at an event,
- v. All tickets will be entered into the prize drawings at meetings and end of the semester events
- vi. You must be present at events to win and you may only win once per event,
- vii. Qualify for Scholarships

### Eligibility Requirements:

- a. Must be currently enrolled at Austin Community College and taking at least three credit hours.
- b. Must be of good moral character and possess excellent qualities of good citizenship
- c. Must actively participate and volunteer a minimum of 10 hours in each active semester (Fall/Spring)
- d. GPA of 2.5 or higher
- e. Financial need
- f. An application including a brief Essay of 250 words on given topic,
- g. If awarded a scholarship, you agree to share your experiences in the organization to be shared for the benefit of others as well as to continue to promote our mission,

## Section VIII. Finances

- A. Membership dues shall be:
  - i. Student Membership is **\$10 per semester (Fall/Spring)**
- B. Amounts and number of scholarships will be determined by the amount raised at the end of each semester.
- E. The organization and its members will join in fundraising projects to raise money for Scholarships and student activities.
- F. The organization will accept tax-deductible contributions to help benefit student activities and scholarships.

## Section IX. Discipline of Members

- A. All members of ACC's Chapter of FunNation Foundation are expected to uphold the rules and regulations of the Austin Community College Student Handbook and adhere to the policies and procedures set forth in the ACC Student Life Organizations Guidebook.
- B. Members that violate the Austin Community College Student Handbook and ACC Student Life Organizations Guidebook may face disciplinary action.
- C. All members, volunteers, participants, and invited guests at meetings, events, or representing **ACC's Chapter of FunNation Foundation** are expected to:
  - i. Communicate with respect, care, patience, and love for one another,
  - ii. Participate and contribute to the organization and its purpose,



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- iii. Be respectful to the property of others including the location of meetings and events, furniture, supplies, etc.
- D. Members that violate the bylaws of ACC's Chapter of FunNation Foundation, Austin Community College's Student Handbook and ACC Student Life Organizations Guidebook, will have their membership terminated by the Executive Committee at its discretion and for reasons necessary of any person at any time by returning that person's current semester dues.

### Section X. Dissolution

- A. Upon the dissolution of ACC's Chapter of FunNation Foundation for any reason, all work and funds controlled by the organization will be donated to the Alpha Gamma Pi Chapter of Phi Theta Kappa.

### Section XI. Impeachment

- A. Any member may initiate officers' removal by the following procedures.
  - i. Petition Executive Committee with signatures of 1/3 of the voting member's petition should state reasons for removal.
  - ii. Executive Committee shall then notify officers and call for removal vote within fourteen days of the filing of the petition.
  - iii. Memberships shall be notified at least one week prior to removal vote meeting.
  - iv. At the meeting for removal, the petition's stated grievances shall be made public and the officer charged shall be allowed to respond to the charges of the petition.
  - v. Removal from office shall require a vote of 2/3 of all voting members.

### Section XII. Vacancy of Office

- i. In case of resignation or removal of any officer, the Executive Director shall appoint an interim acting officer or the President (Executive Director) will oversee or assume the duties and be the interim acting officer.
- ii. The President or Vice-President shall call for an election within fourteen days after vacancy of any office.
- iii. Elections shall be conducted as stated in the bylaws see section IV.
- iv. Should the Office of the President become vacant, the Vice-President should complete the President's unexpired term. See Section IV.

### Section XIII. Amendments

- A. Proposed amendments to these bylaws shall be presented to the membership, in writing, one meeting prior to the meeting where the amendment will be voted.
- B. Bylaw amendments require approval by two-thirds of the voting members present at a regular meeting. The amendment shall be effective immediately unless otherwise stipulated in the amendment.
- C. A copy of any amendments to these bylaws must be submitted to the Austin Community College Office of Student Life within two weeks after adoption.

