



ACC Chapter at Austin Community College - Bylaws

Section I. Organization Positions

The officers of **FunNation Foundation** shall be:

- A. President
- B. Vice-President
- C. Secretary
- D. Treasurer
- E. Historian
- F. Parliamentarian
- G. Staff/Faculty Campus Advisor(s)

Section II. Powers and Duties of Executive Director/Advisor(s)

Chapter advisors are selected to work with FunNation Foundation's Executive Director, Austin Community College's Student Life Coordinators, and Chapter Officers to ensure that safety of all chapter members is priority.

- A. President** (Executive Director) shall serve as the chief executive officer of the nonprofit organization, shall preside at all meetings of the organization, and shall prepare the agenda along with the Chapter President for the executive meetings. The President shall appoint all committees and committee chairs along with its board. The President shall have other powers and duties as may be prescribed by the board and organization.
- B. Staff/Faculty Advisor** shall guide organization Officers and members through the organization and student experience once fulfilling the following requirements: (1) Meets eligibility requirements, (2) Is elected or selected according to the organization constitution, (3) Has submitted an Advisor Commitment Form, and (4) Completes Nuts & Bolts orientation per the ACC Student Life guidebook.

Section III. Powers and Duties of Chapter Officers

Officer positions are opportunities for student members interested in growing in a leadership role to learn the duties, skills, and responsibilities of an elected position or other positions of interest within the organization. Students are mentored and trained by a board member, executive director, and advisor on its powers and duties according to Austin Community College Organizations Guidebook.

- A. Student President** shall preside at all meetings of the organization, and work with the Board Member President to prepare the agenda for meetings. The Student President shall work with the Board Member President to appoint all committees. The Student President shall have other powers and duties as may be prescribed by the organization.
- B. Student Vice-President** shall serve and work closely with the Student President and share the responsibilities of the organization. The Student Vice President shall preside at the organization meetings in the absence of the Student President. The Student Vice President shall assume the Office of the Student President if the office becomes vacant.
- C. Student Treasurer** shall work with the Board Treasurer to handle all financial affairs and budgeting of the organization, maintain all necessary accounting records, and prepare financial reports for the membership.

- D. Student Secretary** shall work with the Board Secretary to take minutes at all meetings of the organization. The Student 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. Student 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 ceremony while working closely with the Board Historian.

Section IV. Qualifications for Officer Positions

- A. Eligibility for Board Officers is to be an active board member for a previous semester, with the exception of the first semester when Board Officers will be invited and appointed.
- B. Eligibility to run for a student officer position must be enrolled in a high school, a 2-year college or 4-year university and have a minimum cumulative grade point average (g.p.a.) of 2.5.
- C. While in office, officers must maintain a 2.5 GPA and must not have below 2.5 GPA 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 2.5 GPA, shall be removed from his/her office and a replacement shall be elected.
- F. Is required to pay for membership dues per semester.

Section V. Elections

- A. The electing or appointing of new officers and board member officers will take place during the end of each semester (Spring/Fall), or beginning if needed, 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 Executive Board Members 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) and other Board Members via an email, text, or other tool prior to all other meetings.

Section VI. Voting

- A. Nominations for student 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. If no candidate receives the majority vote, a runoff election shall be held between the two candidates receiving the highest number of votes.
- 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 VII. Meetings

- A. The organization invites its **members** to join the Executive Committee and its officers at its



organizations meetings to be held monthly 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 board member officers and student officers 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 VIII. Membership

A. Membership may not be denied on the basis of race, color, religion, disability, marital status, sexual orientation, or military status. 2. Academic or vocational groups may restrict membership only on the basis of a student's GPA and/or program enrollment. 3. Any organization found violating the membership policy will lose organization benefits and Recognized status (see ORGANIZATION DISCIPLINE in the ACC Student Organization Guidebook).

B. Membership is for all students enrolled in a high school, 2-year community college, or 4-year university. There are two levels of membership

- i. Free Student Membership
- ii. Paid Student Membership

C. Free Student Membership Benefits

- i. Can attend, participate at all events, volunteer and earn service time at all events, and vote at the organizations meetings and events,
- ii. Can earn half-time of 1 guest for participating or volunteering at all events,

D. Paid student Membership Benefits

- i. Discounted prices for events that have a fee,
- ii. Students earn a ticket for each event they participate at and/or volunteer at for chances to win door prizes or a possible scholarship at our end of semester Fun4Wellness Fair, up to two tickets per event,
- iii. Student can earn half-time of 1 guest who attends, participates and/or volunteers; Guest will earn a ticket for participating and/or volunteering. All tickets will be entered into the prize drawings at the Fun4Wellness Fair at the end of each semester,
- iv. Can attend, participate and vote at the organizations meetings and events,
- v. Scholarship Eligibility
 - a. Must be a high school senior enrolled and taking dual credit courses at a 2-year community college, registered and attending a 2-year community college or 4-year university 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), including one fundraising event,
 - d. GPA of 2.5 or higher,
 - e. Must fill out the application stating a financial need and include a 400 word essay
 - f. If selected as the scholarship winner, a student will be asked to share their experiences in



the organization to be shared and used in promotional materials and for the benefit of others,

Section IX. Finances

- A. The organization shall be operated exclusively for educational purposes and shall be exempt from taxation in Section 501(c)(3) in the Internal Revenue Code. No part of its net earnings shall inure to the benefit of any private individual except that reasonable compensation shall be paid for services actually rendered.
- B. The organization has set to run its fiscal year from January 1 through December 31 and the board of directors has the authority to change the fiscal year.
- C. Amounts and number of scholarships awarded will be determined by the amount raised at the end of each semester and qualifying applicants.
- D. Membership dues shall be:
 - i. Free Student Membership with limited benefits
 - ii. Student Membership is **\$10 per student per semester (Fall/Spring)**
 - iii. There will be no fees for membership during the Summer and all events will be regularly priced
- 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 X. Discipline of Members

- A. All members of FunNation Foundation are expected to uphold the rules and regulations of its organization set forth in the constitution and bylaws.
- B. Members or guests of members that violate the rules and regulations or engage in any activities in Section VII D will face disciplinary action including being reported to the local police authority.
- C. All members, volunteers, participants, and invited guests at meetings, events, or representing **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,
 - iii. Be respectful to the property of others including the location of meetings and events, furniture, supplies, etc.
- D. May not engage, or attempt to engage in any of the following conduct;
 - i. Acting in a manner that endangers the health, safety, or welfare of others at any and all events
 - ii. Destroying, damaging, misusing or defacing equipment, supplies, games, furniture or other property
 - iii. Interfering with the freedom of movement of another person or right of another person
 - iv. Refusing to comply with the directions of an organizations official officer, including local police in the performance of his or her duty
 - v. The use of drugs and alcohol during an event or activity that prohibits its use



- vi. Illegal acts that include but are not limited to possession of firearms, gambling, distribution of narcotics or any controlled substance
 - vii. Theft of property
 - viii. Sexual abuse including, but not limited to, sexual harassment, coercion, threats, or use of force
 - ix. Assault, attempted assault, terrorist threats, or stalking
 - x. Hazing of any form Hazing shall be defined as participating in or allowing any act or coercing another, including the victim, to do any act that creates substantial risk of causing mental or physical harm to any person. A forced or coerced activity shall also be considered hazing when the initiation or administration into, or continued affiliation with, a college organization is directly or indirectly conditional upon performing the activity. In no event shall the willingness of an individual to participate in such an activity serve as defense in cases of hazing.
 - xi. Harassment of any form
- E. Members that violate the organizations bylaws will have their membership immediately 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 XI. Dissolution

- A. Upon the dissolution of the ACC Chapter of FunNation Foundation for any reason, all work and funds controlled by the organization will be donated to its causes, or an organization that supports its cause, such as the Alpha Gamma Pi Chapter of Phi Theta Kappa at Austin Community College. Organizations to receive work and controlled funds will be decided and voted upon by its Board of Directors prior to the dissolution of the ACC Chapter of FunNation Foundation.

Section XII. Impeachment

- A. Any member may initiate any officers' removal by the following procedure.
- i. Petition Executive Board with signatures of 1/3 of the voting members petition should state reasons for removal.
 - ii. Executive Board shall then notify officers and call for removal vote within 15 business 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 VIII. Vacancy of Office/Advisor

- i. In case of resignation or removal of any officer, the President (Executive Director) and/or Vice-President 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 and/or Vice-President shall call for an election within 15 business days after vacancy of any chapter office position.
- iii. Elections shall be conducted as stated in the bylaws see Section V.



- iv. Should the Office of the Student President become vacant, the Student Vice-President should complete the President's unexpired term. See Section III.
- v. If an **Officer** either falls out of eligibility (e.g., GPA drops below 2.5) or decides to step down from their position before the end of the academic year, the Student Organization will have 15 business days or the length specified by their constitution (whichever is shorter) to find an eligible replacement. After 15 business days, the Recognized Student Organization will lose its recognized status if: (1) A replacement has not been found and (2) the Student Organization has less than three Student Officers on file with Student Life. Once recognized status is lost, the registration process will need to be completed again before any official activity can take place.
- vi. Vacancy of **Advisor**: If an Advisor either falls out of eligibility (e.g., full-time staff member becomes part-time), decides to step down from their position, or is removed from the position by the Student Organization, the organization will have 15 business days or the length specified by their constitution (whichever is shorter) to find an eligible replacement. After 15 business days, the organization will lose its recognized status if: (1) no replacement has been found and (2) the organization has less than one eligible Advisor of record. Once recognized status is lost, the registration process will need to be completed again before any official activity can take place.
- vii. The Student Orgs Processor must be notified at organizations@austincc.edu, of any and all Officer changes (including name, student ID, phone and email) of who had left and who is replacing them.

Section IX. Amendments

- A. Proposed amendments to this constitution shall be presented to the board in writing prior to the annual meeting, general meeting, or special meetings where an amendment will be voted upon and adopted.
- B. Constitution amendments require approval by the Executive Committee, elected or appointed officers both board and student. The amendment shall be effective immediately unless otherwise stipulated in the amendment.
- C. A copy of any amendments to this constitution will be posted for public viewing.

These bylaws were adopted on _____ by its Board of Directors, Student Officers and its advisor(s).

