

# **Constitution of the Texas Sweethearts**

## **ARTICLE I. NAME**

The name of this organization shall be the North Texas Sweethearts, as of May 2012.

## **ARTICLE II. PURPOSE AND MISSION**

Section A. The Purpose of North Texas Sweethearts

Section B. The Mission Statement of North Texas Sweethearts

Section C: Sweetheart Code

Section A. The purpose of North Texas Sweethearts

1. To foster friendship and sisterly bonds among college women
2. To help establish higher standards of character and leadership among students
3. To promote and maintain community involvement through service
4. To create and maintain school interest and spirit
5. To act as a spirit and support group for University of North Texas athletics

Section B. The Mission Statement of North Texas Sweethearts

The North Texas Sweethearts are a diverse group of young women dedicated to serving the Denton community and supporting University of North Texas athletics. We strive to promote scholastic achievement, integrity, and leadership while fostering lifelong friendships among our Sweetheart sisters.

Section C: Sweetheart Code

As a North Texas Sweetheart I promise to:

1. Promote this organization in a positive light in all my endeavors
2. Respect the opportunity given to me as a member of the North Texas Sweethearts and act accordingly
3. Maintain a confident image at all Sweetheart events and remain a role model to those around me
4. Serve the community and the people surrounding me
5. Most importantly, love myself and my Sweetheart sisters

After deliberation, if found in violation of the above code you will be barred from a premier event or put on social probation.

## **ARTICLE III – Governing Rules and Regulations**

1. This organization shall comply with all University policies (including the Code of Student Conduct) and procedures, as well as local, state, and federal laws.

2. The most current version of Robert's Rules of Order shall be the parliamentary authority for all matters of procedure not specifically covered by this constitution.

Section A. Statement of Non-discrimination

Section B. Statement of Non-hazing

Section C. Statement of Compliance with Campus Regulations

Section D. Guidelines on Alcohol

Section A. Statement of Non-discrimination

The North Texas Sweethearts are open to all students without regard to race, color, sex, age, national origin, religion, sexual orientation, disability or veteran status. This includes, but is not limited to, recruiting, membership, organization activities, and opportunities to hold office.

Section B. Statement of Non-hazing

As defined in state law (Texas Education Code 37.151-157) and University policy, the North Texas Sweethearts will not engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the University of North Texas.

Section C. Statement of Compliance with Campus Regulations

This organization shall comply with all University and campus policies and regulations and local, state, and federal laws.

Section D. Guidelines on Alcohol

All of the following guidelines are to be upheld by all members of the North Texas Sweethearts organization. These guidelines may also include those in relation deemed appropriate by the President and or Human Resources officer. Failure to uphold any of the guidelines shall receive any penalty deemed appropriate by the Human Resources officer; found in Section F:

Misconduct of Members.

- a) No Sweetheart/Sweetie, of any age, shall consume alcohol after 10pm while representing sweethearts in any sweetheart merchandise. This includes but is not limited to shirts, buttons, accessories, etc.
- b) No Sweetheart/Sweetie, of any age, shall be seen disordered or careless under the influence of alcohol on social media.
- c) No Sweetheart/Sweetie will consume alcohol under the legal age of 21.
- d) No Sweetheart/Sweetie, under the age of 21, shall post photos/videos of or that encourage alcohol consumption. This includes but is not limited to alcohol, alcohol bottles, red cups, etc.

- e) The North Texas Sweethearts will not recognize a social if there is alcohol offered at the event.
- f) No Sweetheart/Sweetie, of any age, shall attend any North Texas Sweethearts event under the obvious influence of alcohol.
  - a. This abides to enforced removal of the event.
- g) The North Texas Sweethearts will not tolerate any seen amusements of alcohol at university athletic tailgates sponsored by the North Texas Sweethearts.

All of the guidelines listed above will also be upheld at end of the year formal and semi-formal.

## **ARTICLE IV. SELECTION**

### Section A. Recruitment

#### Section B. Selection

### Section A. Recruitment

1. Recruitment for the North Texas Sweethearts shall be held at the beginning of the fall and spring semester; each recruitment season shall include a social event for each day of Recruitment week, in which potential Sweethearts will receive information about recruitment and the organization as a whole.
2. The number of prospective members shall be determined based upon the number of applicants and at the discretion of the selection committee.
3. To be considered for membership, all candidates must complete the following process:
  - a. The candidate must express interest in the organization through attendance at at least one recruitment event.
  - b. The candidate must complete the application in its entirety and turn it in at the designated date and time.
  - c. Candidates will be offered interviews based upon criteria set forth in Article III, Section B, Number 3.

### Section B. Selection

1. New prospective members shall be named North Texas Sweeties and shall be chosen based on their scholastic achievement, campus community involvement, enthusiasm, and display of moral character.
2. Roll shall be taken of candidates at each recruitment function.
3. The method for choosing Prospective Members during the interview round of selection shall be as follows:
  - a. The Officer Board is to be the governing voice of North Texas Sweethearts during the interviews and shall consist of the incumbent Officer Board.
  - b. The Officer Board will guide the candidate through a series of questions and tasks. After, the board shall give one of the following designations to the candidate, which they will keep secret until all candidates have had their

interviews and discussion has commenced: “Yes”, “Maybe”, or “No.” Based upon the designation of the Officer Board, the candidate’s score from Officer Review, attendance at recruitment events, and the candidate’s application, Prospective Members will be chosen. A simple majority of the Officer Board must give a final “Yes” in order for a candidate to be selected.

4. At the first mandatory meeting of all Prospective Members, the officers will ensure that each Prospective Member is made clear of her requirements concerning activities, dues, and ethical behavior as stated in this document. Prospective Members must be told at this first meeting that once they pay any and all dues to Sweethearts, that fee is nonrefundable. If the candidate feels that she is not able to comply with the terms of the agreement, she may freely withdraw herself; she may not receive back any fees already paid to Sweethearts. Refunding of dues is set in Article IV, Section D, Number 2.

## **ARTICLE V. MEMBERSHIP**

Section A: General Membership

Section B: Active Members

Section C: Inactive Members

Section D: Academic Probation

Section E: Prospective Members

Section F: Misconduct of Members

Section G: Dismissal of Members

Section H: Alumnae Members

Section A: General Membership

1. The North Texas Sweethearts shall consist of Active and Prospective Members.
2. Active members must be enrolled as undergraduate or graduate students at the University of North Texas.
3. Prospective Members must be enrolled as undergraduate or graduate students at the University of North Texas.
4. North Texas Sweethearts shall consist of young women of high moral character and scholastic achievement who maintain at least a 2.5 GPA and a commitment to serving the community.

Section B: Active Members

Each North Texas Sweetheart shall uphold the following responsibilities:

### 1. REQUIREMENTS

Each member is expected to go to each and every activity. Such activities include, but are not limited to weekly meetings, tap-in, service projects, athletic events, etc. However, active members are required to complete five service hearts (three of which must be obtained from an active service event), ten spirit hearts (including designated football and basketball games) and five social hearts in order to receive an

invitation to the end of semester formal and/or cocktail. Throughout the semester, active members must obtain partial completion of their requirements prior to scheduled checkpoints during the semester that will be set by the Officer Board if necessary. If requirements are not met by the deadline, members will be required to make up the requirements the following semester, and they will be barred from social events designated by the President and the Officer Board.

Active Members are also required to attend all weekly meetings each semester. Each active member is allowed up to three absences per semester. After the third absence, future absences must be excused by the Officer Board. A missed event form is to be provided by the Officer Board and must be submitted to the Secretary for any and all absences, including but not limited to weekly meetings, service events, social events, and spirit events that the member has already committed to. The designated date for completion of requirements will be set by the Officer Board.

If an active member is unable to attend weekly meetings, due to class or a conflicting schedule, they must provide the officer board with a written note and proper documentation (ie: class schedule/work schedule) at the beginning of the semester in order to be exempt from this requirement. It is the officer board's discretion to allow the active member exemption from this requirement.

If an active member is unable to make a mandatory event the member will have to make up that event plus one extra point in whatever category the event was under (i.e. spirit, social, or service). Also if an active member signed up to attend an event and does not show up to said event the member will have to make up the point as well as one extra point in whatever category the event was under (i.e. spirit, social, or service).

## 2. ABSENCES

After any absences, it is the member's responsibility to find out what occurred at the missed event or meeting. It is also her responsibility, in the event of an absence, to become aware of the dates, times and locations of all activities.

## 3. DUES

Each member of the North Texas Sweethearts is required to pay her dues on or before a date designated by the Treasurer and must be current with her payment plan. The Treasurer shall create payment plan(s) to accommodate all active members. If a member's dues are a week late, and she has failed to discuss a payment plan with the Treasurer, she will be put on probation, if already on probation the member will be forced inactive. Inactivity for any reason throughout the semester does not exempt one from the semester's dues. All members are required to pay dues and are to be held to that commitment. Dues are nonrefundable and are to be paid in full by the designated Fall and Spring semester dates. Extenuating circumstances are to be discussed and arranged with the Treasurer by the second meeting of the year, if necessary.

## Section C: Inactive Members

There are two methods in which a member may become inactive. She may choose, for personal reasons, to withdraw herself, or she might be asked by the Officer Board to go inactive on the basis of her earlier actions.

### 1. ELECTED INACTIVE

If a member is elected inactive, she has decided that she will be too busy that semester to live up to the expectations stated in this document. Rules applying to the elected inactive member are as follows:

- a. During the semester of inactivity, it is up to the Sweetheart to stay in contact with the organization via the officers in order to keep up with events. Her name will not be on the phone or mailing list, and the officers are not required to keep her abreast of the current events.
- b. The elected inactive member is welcome to come to meetings and tailgates; however, she is not able to attend North Texas Sweethearts social events, service events, sisterhood events, or recruitment.
- c. The elected inactive member must fill out an inactive form and turn it in to the secretary in order to be allowed to come back in the future if the elected inactive member chooses to do so.

### 2. FORCED INACTIVE

If a member has been asked by the Officer Board to go Inactive on the basis of her actions, she will be considered Forced Inactive.

- a. During the forced inactivity period, she will be dropped from the phone and email lists and will not be able to attend any Sweetheart functions.

### 3. REINSTATEMENT PROCESS

If an inactive member chooses to go active they must adhere to the reinstatement process

- a. The inactive member must email the secretary expressing her want to come back as an active member. In order to be reinstated as an active member, they must go through the steps below to be allowed back in the organization as an active member:
  - i. Fill out the reinstatement form that the secretary sends you and send it back to the secretary
  - ii. Read and sign the *The Purpose of The North Texas Sweethearts*, *The Mission Statement*, and *The Sweetheart Code*
  - iii. Be approved by the officer board once the above items are completed
- b. If an inactive member was found in violation of any part of the *Constitution of the North Texas Sweethearts* while inactive, she will not be reinstated as an active member.

In order to return as an active member, the inactive member must contact the current secretary to go through the reinstatement process.

#### Section D: Academic Probation

If an Active member fails to meet the GPA requirements:

1. The member shall be placed on academic probation.
2. The member shall also be prohibited to attend date party's and socials in the current semester. (This doesn't include sisterhood events or family events.)
3. The member will be asked to complete two study hours per class that they are currently taking in the semester.
  - a. Each hour must be completed and signed off by an officer on the form provided.
4. If the Active member completes their study hours, then they will be able to attend formal at the end of the semester.
5. If an Active member is on academic probation for a second consecutive semester, the Active member will be forced inactive to focus on academics/studies.

#### Section E: Prospective Members

Each Prospective Member should uphold the following duties:

1. Each Prospective Member shall uphold the responsibilities of active members as stated in Article IV, Section B of this document.
2. DUES

Each Prospective Member shall pay semester dues equal to those of Active Members on or before a designated date. -All dues are non-refundable.

3. POINTS

Each Prospective Member is to be a North Texas Sweetie and accrue points (or hearts) at the discretion of the Officer Board: fifteen spirit hearts, five social hearts, and five service hearts (3 active service points) on or before a designated date in order to be invited into the North Texas Sweethearts as an Active Member. Points are awarded for participation in North Texas Sweetheart activities. Activities include, but are not limited to: one-on-ones (Sweetie Dates), service projects, athletic events, intramural sports, etc. Each prospective member must obtain these points in order to receive an invitation to the end of semester formal and/or cocktail and to be invited to initiation. Failure to meet the requirements will result in the dismissal of the prospective member.

If a prospective member is unable to make a mandatory event the member will have to make up that event plus one extra point in whatever category the event was under (i.e. spirit, social, or service). Also if a prospective member signed up to attend an event and does not show up to said event the member will have to make up the point as well as one extra point in whatever category the event was under (i.e. spirit, social, or service).

#### Section F: Misconduct of Members

Each Member is required to uphold the values and beliefs of the North Texas Sweethearts. Active Members who fail to represent North Texas Sweethearts and its members in a positive manner during events hosted and sponsored by the North Texas Sweethearts and otherwise will be held responsible for her actions with accordance to the “Three-Strikes System,” described as follows, prospective members are to comply with the “Two-Strikes System”:

1. If an Active Member commits a first offense, the severity of which will be deemed by the Officer Board, said Active Member will receive a verbal and/or written warning. The Officer Board in its entirety will be notified of said Active Member and the offense she has committed against North Texas Sweethearts. The President and/or Human Resources Officer will address the said Active Member and the offense that has been committed against North Texas Sweethearts. A written record of the said Active Member and the details regarding the offense committed will be kept on file with the elected Human Resources Officer.
2. If an Active Member commits a second offense, the severity of which will be deemed by the Officer Board, said Active member will be required to attend an Officer Review. In the case of a second offense, the Active Member is required to discuss the offense committed against North Texas Sweethearts with the Officer Board. The Officer Board will ask said Active Member to provide an explanation for the actions committed against North Texas Sweethearts. The Officer Board will proceed to discuss and evaluate the offense in question. Further consequences regarding said Active Member will go into effect, as deemed by the Officer Board. A written record of said Active Member and the details regarding the second offense committed will accompany the written record of the first offense committed by the said Active Member and will be kept on file with both the President and Vice-President.
3. If an Active Member commits a third offense, the severity of which will be deemed by the Officer Board, said Active member will thereby be prohibited from attending future Social events where the said offense could reoccur, as deemed by the Officer Board. The events in question include but are not limited to mixers, end of the semester formal and/or cocktail. This probation will remain in effect for the remainder of the semester. At the conclusion of the semester in question, said Active Member’s privilege to attend all Social events will be reinstated. A written record of all misconduct committed by the said Active Member will remain on file with both the President and Human Resources Officer.

Special Circumstance: It is the responsibility of all North Texas Sweethearts to uphold the organization and themselves in a manor of class and respect. Improper or inexcusable conduct includes, but is not limited to the following:

1. Public Intoxication and/or Danger to themselves or others deemed by any officer can and will result in social probation or expulsion based on the severity of the crime or act committed. This is to be determined by the Officer Board upon a meeting with the member individually prior to the next scheduled meeting time.
2. A member who is incarcerated will have her membership rights and privileges suspended by forced inactivity for the period of her incarceration. Upon completion of her

incarceration, the member may request reinstatement in writing to the current Officer Board for review.

3. Any form of assault or abuse of any form (physically, sexually, or verbally) will not be tolerated under any circumstances. This includes but is not limited to illegal or indecent activities towards or targeting any member.
4. Or any other act that breaks the North Texas Sweethearts code or the University of North Texas Code of Conduct.

## Section G: Social Probation/Probation

The member will be placed on social probation if deemed necessary by the President and the Officer Board. The member will remain on social probation for at least one semester, after the semester the officer board will meet and decided if the member can be taken off social probation or if the member should be put on social probation for another semester. If the officer board deems necessary, the active member will be on social probation for another semester. After the second semester on social probation the officer board will meet and decide if the member can be taken off social probation or if they need to be expelled from the organization.

While on Social Probation/Probation the member cannot attend the following:

1. Any and all social events including: date party, formal, semi-formal, tailgates, & sisterhood events (including sweetie dates), as well as any event deemed not allowed by the Officer Board
2. Any and all service events
3. Any other event deemed not allowed by the Officer Board

While on Social Probation/Probation the member can attend the following:

1. The general North Texas Sweethearts meetings on Tuesday nights
2. Any spirit event hosted by the university
3. As well as any event deemed okay by the Officer Board

## Section H: Dismissal of Members

When any serious infraction of the rules outlined in the document occurs, it is the responsibility of the Sweetheart President along with the Officer Board to review the circumstances and decide whether said infraction(s) merits/merit expulsion of any Prospective Member or Active Member. Infractions warranting dismissal include, but are not limited to:

1. Dishonesty in any form, including forgery of one-on-one or heart sheets, lying to an officer regarding any activity or misrepresentation on an application
2. Failure to pay dues in a timely fashion
3. Any behavior exhibited by the Prospective Member or Active Member that does not uphold the values and beliefs of the North Texas Sweethearts
4. Any behavior that does not align with the North Texas Sweethearts code and/or the University of North Texas Code of Conduct.
5. Failure to meet the North Texas Sweethearts requirements.

- a. *Failure to complete requirements will result in ineligibility for formal or equivalent activity. Also, the member will be on probation for the following semester and must make up hearts missed from the previous semester as well. If the member fails to do so they will be expelled from the North Texas Sweethearts. If unable to meet all requirements, the member must come to the Officer Board before hearts are due and explain why she is unable to meet all her requirements and the officer board will examine the situation and work on a compromise if the member has a legitimate reason for incompleteness of requirements.*

At all times during the semester, any member of the Officer Board may propose the expulsion of a Prospective Member. The Expulsion Election will take place on the meeting prior to the first round of elections. The method for Prospective Member Expulsion by Officer Election will be as follows:

1. The Officer(s) proposing the expulsion of the Prospective Member shall prepare a brief explanation to the other officers of the reasons for potential expulsion of the Prospective Member, followed by an unlimited discussion by the Board.
2. The officers shall vote by secret ballot, only to be counted by the President and Vice President.
3. Officers must be present for the explanation and discussion to participate in the entire voting process.
4. The Prospective Member in question must receive a quorum of the vote in order to be expelled.
5. In the case of expulsion of the Prospective Member, the President, Vice President, and HR Chair must immediately schedule a debriefing meeting with the Prospective Member. During this meeting, the mentioned officers must inform the Prospective Member of the Officers' decision to expel the Prospective Member. The mentioned officers must also answer any questions from the Prospective Member regarding the expulsion, as well as explain the reasons for expulsion.

## Section I: Alumnae Members

### Requirements

- a. A member may choose to go alumna when she graduates, so long as she has not been inactive for more than half the time she was an active member.
- b. It is the responsibility of the member to contact the current Vice-President for information on the alumnae process.

### Stoles and Officer Cords

- a. Active members shall receive a North Texas Sweetheart stole the semester in which they graduate.
- b. Inactive member who wish to receive a stole may purchase them for a price decided by the officer board.
- c. Active members who either current officers or were once on the officer board, shall receive an officer cord.
- d. Inactive members who were once an officer may purchase an officer cord for a price decided by the officer board.

### Closing Ceremony

- a. All active members are invited to the end of semester closing ceremony.
- b. Inactive members who are graduating may attend closing ceremony with approval from the officer board and a payment of a fee decided by the officer board.

Events

- a. Alumnae members are invited to the first day of recruitment activities, the homecoming tailgate, and a spring alumnae event. Attendance at other events may be allowed as deemed fit by the officer board.

**ARTICLE VI. OFFICERS, ELECTIONS, AND COMMITTEES**

Section A: Elected Officers

Section B: The Executive Officers

Section C: Qualifications of Officers

Section D: Method of Electing Officers

Section E: Powers and Duties of Officers

Section F: Chairs

Section A: Elected Officers

The Elected Officers shall consist of:

- 1. President
- 2. Vice-President
- 3. Public Relations Officer
- 4. Treasurer
- 5. Secretary
- 6. Recruitment Officer
- 7. Philanthropy Officer
- 8. Human Resources Officer
- 9. Merchandising Officer

Section B: Qualifications of Officers

- 1. During the semester prior to holding office, all officers must have been active members or prospective members that successfully met all requirements according to Article IV, Section D of this document.
- 2. The terms for all Officer positions will be two full semesters (Fall and Spring).
- 3. In order to run for an officer position your GPA must be a 2.75 at the time of election until the end of your term.
- 4. The positions of President and Vice-President require a year of previous NTS officer board experience
  - a. In the case that this requirement is not met by enough candidates to challenge the positions, the following will proceed:
    - i. Members who meet the requirements to run for the officer board and have held a chair position for a minimum of two semesters or have held two

chair positions simultaneously for one semester shall be eligible for nomination.

- ii. Nominations for President and Vice-President shall be collected by a secret ballot, only seen by the current President and Vice-President.
- iii. Those nominated shall be offered an interview with the officer board. If accepted, the current officer board will make the final say on who shall proceed in the election process after each interview and deliberation.

## Section C: Method of Electing Officers

### 1. Elections

- a. The election of officers, having two semester terms, shall be in the spring semester and they shall serve the following two semesters.
- b. Each candidate seeking office shall prepare a three-minute maximum speech to be presented before the Sweethearts on the day of election followed by a three-minute question and answer time for the active membership and a five-minute discussion period among active members after each candidate for a particular office has presented.
- c. The preceding semester's active North Texas Sweetheart members will select the candidates.
- d. The vote shall be taken by a secret ballot, only to be counted by the President and Vice President. In the case that the aforementioned officers are running for a position, an incumbent officer, not running for the particular position, will count the ballots.
- e. Active members must be present for speeches and discussion to participate in the entire voting process.
- f. A candidate must receive a simple majority of the vote in order to win. In the case of a draw, a runoff vote will be taken and the winner will be selected based on plurality.
- g. In the event of a vacated Presidency, the Vice-President will assume the role of President.

### 2. Officer Resignation

- a. If an officer decides to step down from their position for any reason, the officer must provide a written resignation letter to the officer board, must work with the President and/or other officers in the transition, and must return the officer binder and any items that are Sweetheart's property as soon as possible.
- b. If the officer fails to comply with this protocol the following consequences will apply. It is the current officer board's discretion to either a) force this Sweetheart inactive for the sequential semesters or b) allow this sweetheart to be active after completing a probationary semester. This probationary semester will require the sweetheart to complete double the amount of requirements. This Sweetheart is banned from holding a future officer position.
- c. It is the current officer board's discretion to choose whether or not to fill the vacant officer position for the remainder of the semester. If the vacancy is decided to be filled, it must be filled through an immediate election open to all active

Sweethearts. If the vacancy is not filled, it is the responsibility of the President and current officer board to fulfill the duties of the vacant officer position.

#### Section E: Powers and Duties of Officers

1. The President shall:
  - a. Preside over all meetings of the North Texas Sweethearts and North Texas Sweetheart Officer Board
  - b. Call special meetings
  - c. Send, receive, and answer all outside correspondence by maintaining the Sweethearts' e-mail account and organizational mail box
  - d. Be responsible for carrying out the purposes of the Sweethearts as stated in Article II of this document
  - e. Make all final decisions with approval of the Officer Board
  - f. Maintain the Constitution of the North Texas Sweethearts
  - g. Represent North Texas Sweethearts at University events that require solitary representation.
2. The Vice-President shall:
  - a. Serve as the presiding officer in the absence of the President
  - b. Serve as the President if the office is vacated
  - c. Serve as the head of planning for the end of semester prospective member retreat
  - d. Perform any duties deemed necessary by her position or by the Sweetheart President
3. The Public Relations Officer shall:
  - a. Promote organizational activities to the university community.
  - b. Plan and execute any and all Sweethearts events such as formal, date nights, and mixers.
  - c. Handle all publicity matters including, but not limited to speaking with the North Texas Daily, promoting the Sweethearts through SGA, etc.
  - d. Perform any duties deemed necessary by her position or by the Sweetheart President
4. The Treasurer shall:
  - a. Serve as the presiding officer in the absence of the President and Vice-President
  - b. Keep a record of all money held, acquitted, and disbursed by the North Texas Sweethearts and make a report of this record monthly at Sweetheart meeting
  - c. Collect and keep record of all dues and initial fees
  - d. Collect and keep record of all other money being paid to the North Texas Sweethearts
  - e. Disburse and keep record of all recurring bills paid by the North Texas Sweethearts
  - f. Set up appropriate payment plans for active and prospective member dues and enforce late payment penalties
  - g. To report to the President monthly in order to maintain a checks and balances system

- h. Perform any duties deemed necessary by her position or by the Sweetheart President
  - i. Plan all fundraisers to benefit the North Texas Sweethearts
- 5. The Secretary shall:
  - a. Be aware of the order of business
  - b. Keep the minutes of all Sweetheart meetings
  - c. Record attendance at Sweetheart meeting
  - d. Perform any duties deemed necessary by her position or by the Sweetheart President
- 6. The Philanthropy Officer shall:
  - a. Plan large projects for active members to participate in during the course of the semester
  - b. Work as a liaison between outside organizations and Sweethearts, by recruiting Sweethearts to attend joint service projects and vice versa.
  - c. Be in charge of organizing all service projects for Prospective Members each week and providing alternative choice to the mandatory projects during the course of the semester
  - d. Work meticulously alongside of the Membership Advisors and help in preparation and executing of projects for Prospective Members during the semester
  - e. Keep strong reputable contact with places that the Sweethearts volunteer at regularly
  - f. Preside over the Service Committee and relay pertinent information to the Officer Board
  - g. Assist other officers in spirit events that fall under their office (i.e. Recruitment smoker, etc.)
  - h. Perform any duties deemed necessary by her position or by the Sweetheart President
  - i. Plan all fundraisers to benefit our philanthropy
- 7. The Recruitment Officer shall:
  - a. Coordinate all recruitment efforts.
  - b. Revise and update the application with the approval of the Officer Board
  - c. Represent Sweethearts with purposes as stated in this document
  - d. Act as the main correspondent between recruits and the organization
  - e. Perform any duties deemed necessary by her position or by the Sweetheart President
- 8. The Human Resources Officer shall:
  - a. Maintain business contacts for use throughout the semester (e.g. venues, donations, etc.) and send thank you letters to donors.
  - b. Help maintain the Sweethearts' blog and social networking profiles including, but not limited to, Facebook, Twitter, and Instagram.
  - c. Help oversee the promotion and publicity of the organization and collaborate with the other officers to promote Sweethearts' sponsored events
  - d. Promote and publicize the organization.
  - e. Orchestrate the planning and execution of parents' weekend in the spring.
  - f. Act as mediator for any conflicts that arise within the Sweethearts.

- a. Perform any duties deemed necessary by her position or by the Sweetheart President
- 9. The Merchandising Officer shall:
  - a. Create and order any and all Sweethearts merchandise including but not limited to shirts
  - b. Oversee design, ordering, as well as distribution of any merchandise
  - c. Promote the organization and their logo through appropriate wear and display.
  - d. Perform any duties deemed necessary by her position or by the Sweetheart President

**Section F: Chairs**

- 1. During the semester prior to holding a chair position, all chairs must have been active members or prospective members that successfully met all requirements according to Article IV, Section D of this document.
- 2. The terms for all Chair positions will be a full semester (Fall or Spring).
- 3. In order to run for a chair position your GPA must be a 2.5 at the time of election until the end of your term.
  - i. The election of chairs, having one-semester terms, shall be in the fall and spring semester and they shall serve the following semester.
  - ii. Each candidate seeking a chair position shall prepare a three-minute maximum speech to be presented before the Sweethearts on the day of election.
  - iii. The preceding semester's active North Texas Sweetheart members will select the candidates.
- 4. The number of Chairs under each Officer position depends upon how many Chair members an Officer desires.
- 5. The duties that each Chair upholds are dependent upon the desires of the according Officer.

**ARTICLE VII. MEETINGS**

**Section A: General Membership Meetings**

**Section B: Officer Meetings**

**Section C: Special Meetings**

**Section A: General Membership Meetings**

Regular meetings of the North Texas Sweethearts – Active and Prospective Member bodies – shall be held weekly, each Tuesday during the fall and spring semesters.

- 1. Order of Business: The order of business at regular meetings for Active Membership of the North Texas Sweethearts shall be:
  - a. Meeting shall be called to order by the President
  - b. Officer Reports:
    - i. Vice President
    - ii. Public Relations Officer

- iii. Treasurer
- iv. Secretary
- v. Recruitment Officer
- vi. Philanthropy Officer
- vii. Human Resources Officer
- viii. Merchandising Officer
- c. Roll shall be taken by the Secretary
- d. Adjournment

#### Section B. Officer Meetings

Officer Meetings shall be held weekly at a time and day designated by the President with the approval of all elected officers.

#### Section C: Special Meetings

The Sweetheart President shall call special Meetings of the North Texas Sweethearts general membership and/or elected officers, as she deems necessary.

### **ARTICLE VIII – Finances**

#### **Section 1: Dues**

Dues and other fees, as well as the collection schedule, may be set by a majority vote of active student members.

#### **Section 2: Payment**

- A. Organizational funds may be spent on items such as office supplies, events and activities, publicity, travel expenses, and conference fees, but will not be used for anything illegal under University policy or local, state, and federal laws.
- B. The Treasurer and President shall be responsible for ensuring the payment of all debts accumulated by the organization.

#### **Section 3: Transition**

It shall be the responsibility of all account signers to change contact information, as well as assist in the update of new account signatures with the organization's financial institution, after each election.

#### **Section 4: Dissolution**

In the event that the organization ceases to exist, any funds remaining in the organization's bank account shall be donated to:

The National Brain Tumor Society  
Tax ID: 04-3068130  
Address: Headquarters 55 Chapel Street, Suite 200 Newton, MA 02458  
Phone: 617 393 2811  
Fax: 617 924 9998

## **Article IX - Advisor**

### **Section 1: Eligibility and Selection**

- A. The advisor shall be selected by the officers.
- B. To be eligible to serve as the advisor, the person must be a full-time UNT faculty or staff member.
- C. The advisor has no term limit as long as they remain eligible.

### **Section 2: Expectations**

- A. Perform the responsibilities listed in UNT Policy 07.019 (Student Organization Policy).
- B. Has no voting rights within the organization.
- C. Be available to officers and members for consultation, advice, counsel, and as a resource.
- D. Be familiar with and provide guidance on university policies and Student Activities procedures pertaining to student organizations.
- E. Meet regularly with the President.
- F. Sign and/or approve required Student Activities and university paperwork.
- G. Attend the organization's meetings and activities when necessary.
- H. Keep open lines of communication with Student Activities on matters of concern, regarding the student organization.

### **Section 3: Removal and Vacancy**

- A. If the organization wishes to remove the advisor, the advisor will be notified in writing of the possible removal at least 72 hours prior to the vote and will be allowed to address the officers in order to relate any relevant defense prior to the voting for removal.
- B. Upon a majority vote of officers, the advisor will be removed from their duties. In the event that an advisor is removed or resigns, a new advisor shall be elected within 15 school days. A change in advisor information should be immediately reported to Student Activities.

## **ARTICLE X: AMENDMENTS AND REVISIONS TO THE CONSTITUTION**

Section A. Executive Committee and Elected Officers

Section B. Active Members

Section A. Executive Committee and Elected Officers

1. The President of North Texas Sweethearts is responsible for revising and updating the constitution.
2. The constitution may be revised as deemed necessary by the Officer Board.
3. Revisions may go into effect as proposed by the Officer Board.
4. Proposed changes as approved by the Officer Board shall be presented in the next general meeting. Voting on any changes will occur at the meeting in which the changes are presented.
5. A quorum of the vote among active members must be reached in order for proposed revisions to pass.

#### Section B. Active Members

1. Amendments to the constitution may be proposed by any active member and ratified by two-thirds (2/3) vote of active membership present and voting. Active members may propose amendments by following the stated procedure:
  - a. Write a formal proposal including critical factors to support the amendment
  - b. Provide a copy of the proposed revised constitution
  - c. Present proposed amendment at officer meeting with permission of President
  - d. Officer Board will then vote on the proposed amendment
  - e. If the amendment passes it shall then be presented to the active members at the next general meeting. A quorum of the vote among active members must be reached in order for proposed revisions to pass. If passed, active members shall vote on whether the amendment will be put into effect immediately or after the conclusion of the ongoing semester based on majority vote.

## BY-LAWS

### ARTICLE I. QUORUM

Quorum shall be two-thirds of members of the North Texas Sweethearts present and voting.

### ARTICLE II. DUES AND FEES

Section A. Active Members

Section B. Prospective Members

Section C. Change of Dues

Section A. Active Members

Required dues and fees of Active Members of the North Texas Sweethearts are \$500, made payable in a lump sum or by a payment plan as set forth by the Sweetheart Treasurer (See also Article IV, Section B, Number 3). Dues are non-refundable with extenuating circumstances to be arranged with the Treasurer by the second meeting of the year, if necessary.

Section B. Prospective Members

Required dues and fees of Prospective Members of the North Texas Sweethearts are \$500, made payable in lump sum or by a payment plan as communicated through each respective members and the Sweetheart Treasurer (See also Article IV, Section B, Number 3).

Like active members, the dues of prospective members are non-refundable with extenuating circumstances to be arranged with the Treasurer by the second meeting of the year, if necessary.

#### Section C. Change of Dues

Dues and fees are subject to change due to inflation or addition of events; however, the change must be done in the manner described in Article III of these By-Laws.

#### Section D. Fees

If an active or prospective member fails to pay their dues or payment plan within 24 hours of the due date, they will be subjected to a late fee of \$5 per day.

### **ARTICLE III: AMENDMENTS TO THE BY-LAWS**

By-Laws may be amended in the same manner as that by which the Constitution may be amended by quorum of North Texas Sweethearts Active Members.

#### **History of Constitution**

Created: May 2012

Revised: May 4<sup>th</sup> 2018