

ARTICLE I

The name of this organization shall be called Aspiring Substance Abuse Professionals (ASAP).

ARTICLE II Purpose

This organization is geared towards the overall health and well-being of students by practicing prevention and education strategies. It also strives to contribute to the community by forms of volunteering aid to active agencies or other student organizations, such as the Rehab Club, in working in the prevention and intervention field. Our scope is to create an active environment for professional development and expanding our preparation for a career in the addictions profession.

ARTICLE III Membership

Section I

Membership is encouraged to those pursuing the Addictions Concentration and students in the Rehabilitation Department. Membership is open to students, faculty, and staff of the University of Texas Rio Grande Valley regardless of race, color, national origin, political affiliation, citizenship, sex, creed or religion, age, disability, sexual orientation, veteran status, gender identity or gender expression. Compliance with these law means that membership, benefits, the election of officers will not be made on the basis of these factors. Members must be enrolled students of UTRGV.

Section II

The organization shall abide by all applicable rules and regulations of the University and under the privileges as granted by The Office for Student Involvement and the University of Texas Rio Grande Valley.

ARTICLE IV Officers and Terms of Office

Section I-Officers and Duties

A. PRESIDENT

The President presides at all meetings of the organization. It is the responsibility of the President to conduct all meetings and to protect each member's rights. Other responsibilities in this section such as:

1. Shall open meetings and call meetings to order at the designated time.
2. Shall announce the business before the members in the order in which it is to be acted upon.
3. Shall put to vote all questions which may arise in the course of the meetings and announce the results.
4. Shall authorize the leading of a meeting to the Vice President.
5. Shall enforce the observance of this Constitution.
6. Shall authenticate by his/her signature when necessary all acts, orders, and proceedings of the organization and in general shall represent the organization, declaring its will in all things and obeying its commands.
7. Shall notify the designated advisor of any changes and shall work with him/her on the organization's objectives and activities.
8. Shall have other responsibilities, powers and duties as may be assigned to their position by this constitution. The Office for Student Involvement and any policies of the school.

B. VICE-PRESIDENT

The Vice-President shall assume the powers, duties and responsibilities of the President in the absence of the President. Other responsibilities in this section such as:

1. Shall have power to appoint all new committee chairpersons and members.
2. In the absence of the President, shall preside and perform the President's duties.
3. Shall assume the responsibilities and powers of the President, should that office become vacant.
4. Shall have full voting power unless presiding as chair.
5. Shall enforce the observance of this Constitution.

6. Shall have other responsibilities, powers and duties as may be assigned to their position by this constitution. The Office for Student Involvement and any policies of the school.

C. SECRETARY

The main duty of the secretary is to keep minutes of the meetings of the organization. The secretary's minutes are an official record of the organization. The secretary must issue notices of the meetings, have official copies of the by-laws, constitution and official files, and provide the President with a list of postponed motions and unfinished business. Other responsibilities in this section such as:

1. Shall take accurate record of all organization meetings, elections or votes.
2. Shall read or distribute the minutes of previous meetings to all members of the organization.
3. Shall record the name of the maker of a motion and the results of a vote.
4. Shall maintain all documents presented to the organization.
5. Shall call a meeting to order in the absence of the President and the Vice-President.
6. Shall have a list of all officers and representatives and notify members of meetings.
7. Shall enforce the observance of this Constitution.
8. Shall have other responsibilities, powers and duties as may be assigned to their position by this constitution, The Office for Student Involvement and any policies of the school.

D. TREASURER

The treasurer is responsible for maintaining the organization's funds. The treasurer should be authorized to pay the bills of the organization and should draft monthly and annual statements. However, all withdrawals must be pre-approved by vote of the organization and/or the Advisor. The organization President and Advisor are authorized signers for

checks, and the account debit card will be held by the Advisor. Other responsibilities in this section such as:

1. Shall be the custodian of the organization's funds and shall properly handle all organization funds.
2. Shall keep an accurate record of all transactions.
3. Shall advise the organization of financial position to them, such as funding and constitutional policy.
4. Shall enforce the observance of this Constitution.
5. Shall have other responsibilities, powers and duties as may be assigned to their position by this constitution. The Office for Student Involvement and any policies of the school.

E. HISTORIAN

The historian shall keep record of names of officers and committee members. They are also responsible for keeping a record of all ASAP activities and events.

1. Shall record descriptions of these activities and events.
2. Shall be responsible for taking photos or keeping a scrapbook that includes newspaper clippings, printed programs, tickets and other items.
3. Shall enforce the observance of this Constitution.
4. Shall have other responsibilities, powers and duties as may be assigned to their position by this constitution, The Office for Student Involvement and any policies of the school.

F. PUBLIC RELATIONS DIRECTOR

The Public Relations Director is responsible for leading a committee which informs members of fundraisers, events and service projects. Other responsibilities in this section such as:

1. Shall comply with The Office for Student Involvement's procedures for posting and chalking on campus.
2. Shall be in charge of delegating duties among Public Relations Committee for filing Equipment Request Forms.
3. Shall be responsible for delegating duties among Public Relations Committee for obtaining posting materials from the University Center and maintain records of the allotted items used.
4. Shall be responsible for delegating duties among the Public Relations Committee for filing Event Request Forms for future fundraising and events within the allotted 7 day advance notice.
5. Shall have other responsibilities, powers, and duties as may be assigned to their position by this constitution, The Office for Student Involvement and any policies of the school.

G. PUBLIC RELATIONS COMMITTEE

The public relations committee shall assist the Public Relations director in the duties associated with fundraising, events and activities.

1. Shall comply with The Office for Student Involvement's procedures for posting and chalking on campus.
2. Shall be in charge of filing Equipment Request Forms.
3. Shall be responsible for obtaining posting materials from the University Center and maintain records of the allotted items used.
4. Shall be responsible for filing Event Request Forms for future fundraising and events within the allotted 7 day advance notice.
5. Shall have other responsibilities, powers, and duties as may be assigned to their position by this constitution, The Office for Student Involvement and any policies of the school.

The term of office for all offices shall serve a full academic year. If an office is to become vacant due to resignation, graduation, etc. the organization has the power to temporarily appoint someone to fill the vacant position. The person appointed must be appointed into the vacant position by the majority vote.

Section III-Elections

Every candidate for or office holder of an organization office shall maintain the following minimum requirements:

- A. Only enrolled students at UTRGV can vote and/or hold office.
- B. Must attend a minimum of 12 meetings or functions supported by this organization in order to run for office.
- C. Must comply with all rules by the Office for Student Involvement.
- D. Those who wish to run must give a speech to the organization. This may include but is not limited to:
 - 1. Which position you are running for?
 - 2. Why you are best for the job?
 - 3. What you expect to bring to the table?
 - 4. Past experiences?
 - 5. What essential skills you possess?
- E. Elections shall be conducted by majority vote.

ARTICLE V Advisors

The advisor must be a full time faculty/staff member at UTRGV. Should the spot for advisor become vacant, the organization is to nominate and vote for the advisor by majority vote. Removal of the advisor requires $\frac{3}{4}$ majority vote of members or voluntary resignation is accepted.

ARTICLE VI Expulsion

Section I

A member may be subject for expulsion for violation of any provision in the University of Texas Rio Grande Valley student conduct code as expressed in the Handbook of Operating Procedures.

Section II

Every member who is up for expulsion must be given due process: an opportunity to present his/her case, rebut accusations, conduct an investigation, and appeal any decisions made against him/her. Appeals will be heard by officers and voted on by members for reinstatement of membership.

ARTICLE VII Amendments

Section I

An amendment may be proposed by any member of the organization.

Section II

The procedure for amendments to this Constitution shall be as follows:

- A. Any amendment proposed by the organization must be approved by the CSO.
- B. The proposed amendment shall be announced at a meeting at least two weeks prior to the meeting when the vote will be taken.
- C. Two weeks after the proposed amendment has been announced, the organization may adopt the amendment by majority vote.