

**University of Nebraska at Omaha
American Humanics Student Association**

Constitution and Bylaws

University of Nebraska at Omaha
Revised February 2008

Article I. NAME

The organization shall be known as the University of Nebraska at Omaha American Humanics Student Association, hereafter known as: UNO AHSA.

Article II. PURPOSE

The UNO AHSA is an organization dedicated to providing its membership with academic, cultural and social opportunities to enrich the students' professional leadership potential in the field of nonprofit youth and human service nonprofit management and leadership; in conjunction with the University of Nebraska at Omaha American Humanics program.

Article III. MEMBERSHIP

Section 1. Eligibility Requirements

Membership is open to all currently enrolled University of Nebraska at Omaha and University of Nebraska students who pay university program and facilities fees at the University of Nebraska at Omaha.

Section 2. Method of Selecting Members

Individuals who wish to participate in UNO AHSA and meet the requirements for membership outlined in Article III, Section 1A may participate.

Section 3. Types of Membership

A. Active membership in the organization shall be constituted by:

- i. Eligibility requirements outlined in Article III, Section 1.
- ii. Enrollment in the University of Nebraska at Omaha American Humanics program seeking certification.
- iii. Paying annual dues outlined in Article VIII, Section 1.
- iv. Regular attendance at meetings.

B. Associate membership in the organization shall be constituted by:

- i. Eligibility requirements outlined in Article III, Section 1.
- ii. Paying annual dues outlined in Article VIII, Section 1.

Section 4. Methods of Membership Revocation

Membership can be revoked if the student fails to meet the criteria stated in Article III, Sections 1 and 3.

Section 5. Non-Discrimination

UNO AHSA will not discriminate on the basis of race, religion, national origin, gender, age or disabilities.

Article IV. OFFICERS

Section 1. Elections

- A. Elected officers of UNO AHSA shall be: president, vice president, secretary, and treasurer.
- B. Candidate's nominations will be announced two (2) weeks prior to elections by the nominating committee chair. The nominating committee chair shall be appointed by the president. The nominating committee chair shall form a committee, which shall include the secretary and two additional UNO AHSA members, at least thirty (30) days prior to the scheduled election.
- C. Officers in the UNO AHSA must have at least a 3.0 cumulative GPA and at least 15 credit hours completed prior to the beginning of the officer's term. The officer must be willing to perform the duties described in "duties of officers" outlined in Article IV, Section 2.
- D. Elections shall be held during the spring semester, no later than the end of the academic year. The date shall be announced at least four (4) weeks prior to the election. All eligible members shall vote by written secret ballot or anonymous technological election with the votes tabulated by the outgoing secretary. If outgoing secretary is a nominee, another officer or member, selected by the president, will administer the election process. Officers shall be elected by a simple majority vote.
- E. The term in office shall coincide with the UNO AHSA fiscal year: July 1 through June 30 of each academic year.

Section 2. Duties of officers shall be as follows:

A. President

The president is responsible for providing leadership and direction to the UNO AHSA.

Responsibilities of the president include:

- i. Serves as the chairperson for the executive committee.
- ii. Appoints all committee chairs prior to the fall retreat.
- iii. Oversees all officer and committee chair activities and sees to it that each leadership position and its function are performed adequately.

- iv. Presides over all AH business meetings.
- v. Appoints a member of the UNO AHSA to serve on the American Humanics Community Council.
- vi. Trains all incoming officers and chairs with the newly elected president prior to the end of the spring semester.
- vii. Works with the UNO AHSA vice president on matters related to campus student government bills and budgets for the fall and spring semesters.

A. Vice President

The vice president is responsible for overseeing several committee functions of the UNO AHSA and assumes the role of president in the absence of that office.

Responsibilities include:

- i. Serves as a member of the executive committee.
- ii. Assumes the duties of the president in the absence of that office.
- iii. Serves as primary representative in positively representing UNO AHSA to the office of Student Organizations and Leadership Programs at UNO and related campus organizations.
- iv. Serves as the primary liaison between UNO AHSA and the American Humanics Management Institute organizers.
- v. Works with the treasurer in preparing an annual operating budget and assuring that financial requests are presented in a timely manner to campus student government.
- vi. Carries out other duties as assigned by the president.

B. Secretary

The secretary is responsible for managing a sound communications operation for the UNO AHSA.

Responsibilities include:

- i. Serves as a member of the executive committee.
- ii. Prepares and types any AH correspondence as requested
- iii. Works with the American Humanics Campus Director to maintain a current and complete roster of all UNO AHSA students.
- iv. Works with the president in preparing business meeting agendas to be typed, copied, and ready for distribution prior to every meeting.
- v. Serves as primary communications link between UNO AHSA, other American Humanics campus student associations, and the national American Humanics office; responds to correspondence and requests for information from these external organizations.
- vi. Attends important UNO AHSA business meetings or other meetings pertaining to American Humanics, then prepares a summary of the meeting to be presented at the next AH business meeting.
- vii. Maintains a record of executive committee meetings.
- viii. Carries out other duties as assigned by the president.

C. Treasurer

The treasurer is responsible for all UNO AHSA funds and maintains appropriate records of fundraising for the organization.

Responsibilities include:

- i. Serves as a member of the executive committee.
- ii. Keeps an accurate count of all UNO AHSA bookkeeping (dues, fundraising, American Humanics Management Institute income, etc.) and works with the fundraising committee to insure that appropriate acknowledgement is made for donations.
- iii. Manages deposits and withdrawals pertaining to UNO AHSA fundraising activities.
- iv. Collects UNO AHSA dues each semester and with the secretary, makes available an official roster of dues-paying members.
- v. Makes periodic financial reports to the membership at large.
- vi. Carries out other duties as assigned by the president.

Section 3. Procedure to Fill Vacancies

Vacancies in offices will be filled by nomination of individuals by the executive committee and majority vote by the eligible members of the organization.

Section 4. Impeachment Procedures

Any officer may be removed from office by a two-thirds majority vote of UNO AHSA members; replacement shall be immediate and in accordance with Article IV, Section 3.

Article V. ORGANIZATIONAL STRUCTURE

Section 1. Executive Members and Executive Council Duties

The executive committee shall consist of the four elected officers and shall be responsible for the planning and executing of formal meetings, emergency decisions, planning, goal setting and evaluation of UNO AHSA.

Section 2. Standing Committees

The executive committees shall establish standing committees as deemed necessary to meet the purpose set out in Article II.

Section 3. Special Committees

Special committees shall be appointed by the president as needed.

Article VI. ADVISORS

The UNO AHSA advisor shall be the Campus Director of the University of Nebraska at Omaha American Humanics program.

Article VII. MEETINGS AND PROCEDURES

Section 1. Frequency

- A. UNO AHSA shall have at least 4 formal business meetings per semester in addition to the fall retreat and other events and activities conducted by the UNO AHSA.
- B. Informal meetings for dissemination of information shall be held in conjunction with occasional personal development seminars (youth and human service workshops).
- C. The executive committee and other committees shall meet as needed.

Section 2. Policy for Absences

Members planning to be absent shall contact the secretary or advisor at least 24 hours prior to the scheduled event. Active members shall attend meetings on a regular basis and cannot miss more than two (2) formal meetings per semester unless approved by the University of Nebraska at Omaha American Humanics Campus Director.

Section 3. Quorum

Business shall be conducted by a majority vote of the membership, provided a quorum is present. A quorum shall be defined as two-thirds of eligible members

Section 4 Recognized Authority on Procedure.

Roberts Rules of Order shall be used to conduct all formal meetings of the UNO AHSA.

Article VIII. FINANCE

Section 1. Dues

UNO AHSA dues include:

- Dues of \$20.00 per semester.

Section 2. Fiscal Year

The UNO AHSA fiscal year shall be July 1 through June 30 of each academic year.

Section 3. Handling of Account

The treasurer and University of Nebraska at Omaha American Humanics Campus Director shall jointly sign all checks and monitor checking account activity. All funds shall be allocated according to the yearly budget.

Section 4. Fundraising

Active members planning to attend the National American Humanics Management Institute shall pay for or raise money through fundraising to attend. Other fundraising efforts will be conducted by the UNO AHSA as needed to support events and activities.

Article IX. NON-CAMPUS AFFILIATION

Section 1. Affiliated Group

UNO AHSA is affiliated with American Humanics, Inc. and the University of Nebraska at Omaha American Humanics program.

Section 2. Relationship to Affiliated Group

American Humanics Inc. is dedicated to providing students with training and educational experiences for careers with youth and human service nonprofit organizations. American Humanics, Inc. provides materials and networking opportunities that encourage professional development in nonprofit management and leadership and enables students to obtain national certification in “youth and human services nonprofit management and leadership.”

The University of Nebraska at Omaha American Humanics program is a campus-wide program that provides support to University of Nebraska at Omaha students seeking American Humanics, Inc. certification. Active involvement in the UNO AHSA is one of the components required for American Humanics, Inc. certification.

Article X. AMENDMENTS

Section 1. Proposal of Amendments

Amendments to this constitution shall be proposed at a formal business meeting in written format to every UNO AHSA member.

Section 2. Voting Procedure for Approving Amendments

Voting on the proposed amendment shall take place at the next business meeting unless otherwise directed by the president. Ratification shall require two-thirds majority vote of the membership.

Article XI. CHANGES

All changes to this constitution must be approved by the University of Nebraska at Omaha Student Government in the same manner as a completely new constitution.