Article I. Name

The name of this organization will be Special Needs Assistance Program for Social Engagement. SNAP for abbreviation.

Article II. Acceptance and Compliance to Registration Requirements and Limitations

*SNAP**and its membership accept and will fully comply with the requirements and limitations of registration.*

Article III. Limits of Registration

*Registered student organizations are student associations and are not official components of the University.  Registration does not permit a student organization to use or act in the name of the University, to represent the University, engage in any contractual obligation in the name of the University nor represent the organization as being an official part of the University.  Registered student organizations are permitted to have approved external affiliations.  Registration expressly permits registered student organizations to only operate on campus.  Off-campus activities of registered student organizations are the sole responsibility of the organization, officers, and members, unless expressly approved in advance by the University.  Membership in a registered student organization and participation in its activities are voluntary and all risks of personal injury, property damage or other losses incidental to membership or participation in activities are assumed solely by the student organization and/or individual member(s) or participant(s).*

Article IV. Annual Re-registration

*SNAP will submit its re-registration application once a year during the defined re-registration process.*

Article V. Purpose

The purpose of this organization is to create a community with greater knowledge of neurodiversity, while enhancing social interactions between neurotypical and neurodiverse people. We will be primarily focused on Autism Spectrum Disorder (ASD), but are inclusive to all neurodiverse people, such as those with schizophrenia, epilepsy, and Asperger’s syndrome.

Article VI. Activities

Activities will include weekly general body meetings, creating a monthly newsletter, volunteer opportunities in local UPMC hospitals supporting the neurodiverse, mentorship/bonding activities within and across neurodiverse and neurotypical communities, guest speakers who are experts in a neurological disorder, and working with local organizations to educate the local community and to spread awareness.

Article VII. Membership Requirements

1. *Membership is open to currently enrolled Pitt students as defined herein.*
2. *All members must accept and comply with all the requirements and limitations of registration as a condition of membership.*
3. *Membership in SNAP is voluntary and all risk of personal injury, property damage or other losses that occur incidental to membership or participation in activities are assumed solely by the student organization and/or individual member(s) or non-member participant(s).  Accordingly, the University of Pittsburgh, its officers and agents shall not be responsible nor liable for any claims or causes of action for damage or loss of property or personal injury of any kind or nature which may arise out of or are incidental to the conduct of any organization’s activities or that of any individual’s participation in any group-related activity.  It is further understood and agreed that it is the responsibility of the officers of the organization to assure that all the organization’s members and non-member participants in all activities sponsored by SNAP**are fully informed and advised of this ASSUMPTION OF RISK, and in the event any individual member or participant should express or indicate non-acceptance, the organization’s officers shall forbid participation and/or membership of such individual.  Regarding the organization member or non-member participant Assumption of Risk, the SNAP**acknowledges that the University recommends that the organization members and non-member participants make every effort to arrange for the acquisition of liability insurance sufficient to protect all participants against those risks being assumed.  For sport-related organizations, the University recommends that each individual have insurance sufficient to allow for any risks by participation, accident or by deficiencies in physical health.*
4. *No illegal discriminatory criteria may be used as criteria for membership including those listed in the University of Pittsburgh’s non-discrimination policy.  These factors include race, color, religion, national origin, ancestry, sex, age, marital status, familial status, sexual orientation, gender identity and expression, genetic information, disability, or status as a veteran.  All groups, except those exempt by law, must permit male and female membership.  Sport clubs involving physical contact or in which participation is based on competitive skill may limit participation in competition to one sex; provided that, for any for any such sport club engaged in a non-contact sport, unless there is a sport club available for members of the opposite sex, the club must permit try-outs for each sex. Membership can be limited by factors unrelated to status or beliefs and which are also not illegal. Membership can be limited by school, college, department, major and grades, etc. No hazing or illegal discrimination will be used as a condition of membership in the organization.*
5. *There are no other membership requirements for SNAP.*
6. *Members must pay $10 annually for SNAP dues.*

Article VIII. Membership Procedures

Recruitment for membership will take place at the beginning of the fall and spring semesters, specifically targeted at the undergraduate population of the University. To express interest in joining, potential members must complete a google form and show up to weekly meetings.To maintain membership, members must pay their yearly dues and show up to at least three weekly general body meetings during the semester. Attendance will be taken at each of the meetings and a zoom option will be made available for all members. If a member does not show up to any weekly meetings during the semester or does not pay annual dues, they will be dismissed from the club. There will be exemptions made for members who are active in the club but cannot show up to meetings due to class or work schedule conflicts. Members with a valid excuse for missing meetings, given familial or health complications will also be exempt from this rule if they notify SNAP officers. To remove a member, the organization will remove the individual from all group chats, newsletters, and emails sent out by the club. The club officers will also notify the individual that they have been removed for the specified reason. To be reinstated, the member must reapply during the next academic semester and repay the $10 due. If the member is dismissed twice, they will no longer be able to reapply to SNAP.

Article IX. Voting Privileges

Voting privileges are limited to currently enrolled Pitt student members in good standing with the organization.

Article X. Associate Membership

**Faculty, staff, alumni, or community members can be members of SNAP. SNAP works to link the neurodiverse with the neurotypical to enhance and normalize social interaction within and across both communities. Because of this, we seek to connect members of all ages, ethnicities, neurological diagnoses, and backgrounds. Associate members will be subjected to the same rules of joining and dismissal as student members.**

Associate members may not vote, hold office nor serve in a formal leadership role.  They may participate in organization meetings and activities.  Pitt student membership shall always comprise of at least 75% of the total membership.

Article XI. Officers

The organization shall have the following officers: President, Vice President, Business Manager, Public Relations, SNAP Liaison, and Events Coordinator.

Article XII. Terms of Office

The terms of office will be from April 15th to April 14th of the following year.

Article XIII. Officers Responsibilities and Duties

The President’s responsibilities include will oversee all duties regarding SNAP club including weekly meeting updates, overseeing other leaders, coordinating with all members, and communicating with the advisor.

The Vice President’s responsibilities include will aid with all the President’s duties, but will assume doing weekly updates, coordinating student leader meetings, coordinating events’ timing with the events coordinator, and keeping records of all members and events.

The Business Manager’s responsibilities include will oversee all secretarial aspects of the club involving student affairs, treasury, and student involvement/joining.

The Public Relations’ responsibilities include will oversee all SNAP social media platforms and will aid in other tasks including SNAP app and SRI. They will work closely with the events coordinator to schedule and plan events.

The SNAP Liaison’s responsibilities include will oversee coordinating any events interspersed with the other SNAP associated programs. They will coordinate with the President to discuss any collaborations between the groups.

The Events Coordinator’s responsibilities include: will create the weekly meeting events, coordinate volunteer efforts, and work closely with the Vice President and Public Relations officer to develop school year events.

Article XIV. Election of Officers

1. Members interested in running for office or nominating another member should submit nomination to the current officers within a month of the end of the current terms of office.
2. To run for office members must have been a member of the club for at least one year and be in good standing with the club.
3. The election will take place one week before the end of terms during the general body meeting. Votes can be cast before and during the general body meeting and will cease when the meeting ends. Votes will be cast electronically on a google forms, counted by randomly selected members of the organization, and announced by the current president.
4. To vote, members must be in good standing with the organization and have been a member for at least one year.
5. To be elected, a candidate must obtain a simple majority of the votes.
6. Officers can hold more than one position.
7. Absentee and/or proxy votes cannot be cast.
8. A member can contest the election results by submitting an appeal to the current board of officers or the club advisors.

Article XV. Voting Powers of Officers

Officers retain voting rights.

Article XVI. Removal of Officers

If an officer misses more than two of the weekly meetings per semester**],** the board of officers will vote to determine if said officer will be removed. A 2/3 majority is required to remove an officer. To replace this officer, we will refer to the rules set in article XVII of the vacancies section.

Article XVII. Vacancies

If a position becomes vacant, submissions to fill the position will be open to the entire club. Nominations to fill the position will be open for one week after the vacancy, and the election will be conducted three weeks after the vacancy.The term of office for the new officer will be until the end of the replaced officer’s term.

Article XIX. Meetings

Meetings will be scheduled weekly **and** all undergraduate members at the University of Pittsburgh, who are in good standing with SNAP, may attend. Special meetings may be called by the president, vice president, or business managerwith a two weeks’ notice. To conduct and approve official business of the organization, a quorum of 50% of the current undergraduate members in good standingmust be present. The presidentwill lead meetings. Their responsibilities include setting up a PowerPoint presentation for meetings, calling all subject matters to a vote, and handling any guest speakers for the week. Meeting roles and expectations are as follows: president will lead the meeting with a PowerPoint presentation and any matters needed to be called for a vote; vice president will oversee members and discuss any new and recent ideas for the organization; business manager will present financials and bring up ways in which the club can best use our money; all other officers will make sure all members are engaged if they have nothing to present that week; and members will listen to presentation or any guest speakers, bringing up important talking points at the end of the meeting.

Article XX. Finances

*SNAP shall fully comply with the University fundraising policies and procedures for registered student organizations.   
The organization will not maintain an outside bank account if it receives funding from Student Government Board or Graduate and Professional Student Government.*

Article XXI. Publications Code

*In compliance with the Publications Code for Student Organizations, all publications of the organization will comply with current copywriter laws, be distributed according to policies and procedures, refrain from expressions that are considered obscene or libelous according to current statute, advocate or insight the material interference or physical disruption of the educational process of the peace, order and decorum of the campus, or that advocate or insight imminent, lawless action or the violent overthrow of the government and identify the organization as publisher and specify that the group is a registered student organization at the University of Pittsburgh.*

Article XXII. Advisor

The advisor is selected by the president of SNAP. The advisor can be removed by the elected officers with a 2/3 majority vote. The advisor’s role, responsibilities, duties, and authority are as follows: to oversee the finances, review all student votes, and supervise club activities.

Article XXIII. External Affiliations

This organization has no external affiliations at this time.

Article XXV. Amendments

*All constitution additions, revisions and deletions must be reported to the SORC*. The procedure for amending the constitution is accepting submissions for revision from any club member or officer via email or written form.Constitution changes require a 2/3 majority vote of the presiding officers.