

Associated Students of the University of Colorado Denver
Model Student Organization Constitution

To create a community and forum for UCD students interested in the Animation industry and pursuing a career in the animation and gaming fields

Article I: Name of Organization

Section 1: Animation Student Society

Article II: Purpose of Organization

Section 1: State the general purpose of the organization

- a. To serve as a forum for those interested in animation and the animation industry
- b. To promote the growth of community
- c. To serve the college by helping students create a community within the school and the campus for animation
- d. To foster the continued interest in animation

Article III: Qualification for Membership

Section 1:

- a. Have a minimum GPA of 2.75
- b. Be in good standing with the University
- c. Attend at least 3 meeting for the club each semester

Article IV: Structure of Organization

Section 1: Officers

- a. President
 - a. *Update and maintain current and accurate information to the ASCUD Student Government
 - b. Preside over all meetings
 - c. Appoint committees
 - d. Meet with new members
 - e. Recruit new members
- b. Vice President
 - a. Assume the duties of the President in his/her absence
 - b. Manage the clubs public image
 - c. Manage the clubs public relations
- c. Treasurer
 - a. *Update and maintain current and accurate account information with the ASCUD Student Government Office
 - b. Work in conjunction with the ASCUD Finance Board in all financial matters concerning the organization
 - c. Manage Club funds
 - d. Take over for President and Vice President if they are unable too
- d. Secretary
 - a. Take and post minutes of all meetings
 - b. Contact members
 - c. Manage time tables for meetings and events

Section 2: Term of Office:

Annual Elections beginning in the fall semester, terms will follow through the spring semester. Newly elected officers will take their positions the following school year.

Section 3: Qualifications:

Outline the qualifications for each of the officers.

- a. ***Non Discrimination Clause (REQUIRED)**
“Discrimination on the basis of race, gender, creed, color, national origin, age, disability, or sexual orientation, by any individual or unit of this organization is prohibited. A cause of action is created under this article for any individual who feels that he/she has been discriminated against in violation of this section”
- b. Be a current UCD student with a minimum GPA of 2.75
- c. Be in good standing with the University
- d. Have been an active member of the organization for at least one semester

Section 4: Duties

Outline the duties of each of the officers.

- a. President
 1. *Update and maintain current and accurate information to the ASCUD Student Government
 2. Preside over all meetings
 3. Appoint committees
 4. Meet with new members
 5. Recruit new members
- b. Treasurer
 1. *Update and maintain current and accurate account information with the ASCUD Student Government Office
 2. Work in conjunction with the ASCUD Finance Board in all financial matters concerning the organization
 3. Manage Club funds
 4. Take over for President and Vice President if they are unable too
- c. Secretary
 1. Take and post minutes of all meetings
 2. Contact members
 3. Manage time tables for meetings and events
- d. Vice President
 1. Assume the duties of the President in his/her absence
 2. Manage the clubs public image
 3. Manage the clubs public relations

Article V: Faculty Advisor

Section 1: Role of the Advisor

Advise and provide direction for club

Section 2: Qualifications

A staff member with interest and experience in the animation field

Section 3: General Duties

Advisors are not required to attended meetings but will be addressed and informed in all major club decisions

Article VI: Elections

Section 1: Election of Officers

- a. Nomination process
- b. Elections shall be held annually in the month of...
- c. Voting Process
Secret ballot in the second week of November

Section 2: Vacancy

- a. Appointment process
- b. Replacement by seniority

Section 3: Removal

Removals will occur for inappropriate behavior of any officers or members according to the school code of conduct

Article VII: Meetings

- Section 1: Weekly Meetings
 - Meetings on a Bi-weekly status
- Section 2: Special Meetings
 - President and Vice President can call special meetings
- Section 3: Quorum
 - States what constitutes quorum.
- Section 4: Robert's Rules of Order
 - State what parliamentary procedure will be used.

Article VIII: Finances

- Section 1: Dues
 - As of current there are no dues required from members or officers
- Section 2: Fundraisers
 - Outline possible annual fundraisers.

Article IX: Amendments

- Section 1: Majority amongst Officers allows for changes to the Amendments