



# C O N S T I T U T I O N

The Pennsylvania State University – Altoona Campus  
Student Multicultural Advisory and Recruitment Team  
(S.M.A.R.T.)

**Last Amended: July 2018**

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## OFFICIAL MISSION STATEMENT

The mission of the Student Multicultural Admissions and Recruitment Team, hereafter referred to as S.M.A.R.T., is to assist the Admission Office with their recruitment and retention efforts, with a focus on underrepresented students. In addition, S.M.A.R.T. will assist the Penn State community, faculty, staff, and support services with developing positive relationships with the diverse student body. Through the continued involvement with Penn State, the goal of S.M.A.R.T. is to increase the retention and graduation rates of the underrepresented by incorporating the use of workshops and collaboration with the multicultural organizations on campus.

## ARTICLE I: NAME AND PURPOSE

**Section 1.** This organization shall be known as the Student Multicultural Advisory and Recruitment Team, hereafter referred to as S.M.A.R.T.

**Section 2.** The purpose of the organization is to assist Penn State Altoona's admission office with recruitment efforts, through involvement in events of the Admissions Office, student panel sessions, phone-a-thons, and other relevant activities. In addition to advising the admission office on better ways and strategies to recruiting students from a student's prospective. The organization also aims to aid the Admissions Office in finding better ways and strategies to recruiting students, with a focus on underrepresented students.

## ARTICLE II: MEMBERSHIP & ATTENDANCE

**Section 1.** S.M.A.R.T., at no time, shall discriminate against a person because of one's race, religion, sex, sexual orientation, color, national origin, ethnic background, age, differential ability, or veteran's status, as in agreement with University Policy.

**Section 2.** New membership shall be available to any Penn State Altoona student who:

1. Accepts and signs the Membership Agreement.
2. Successfully completes Membership Process.
  - a. Application
  - b. Interview/Selection
    - i. After the entire interview process, the Executive Board and the Advisor will make a selection from the persons interviewed.
    - ii. The Advisor must be present for all interviews and must decide, with the Executive Board, about the selected students to be inducted into the organization
3. Training and shadowing process decided upon by the Executive Board.
4. Has and maintains a cumulative GPA of 2.25 or higher.
5. Remains in good standing with the Office of Student Conduct. At any time a member is not in good standing with the Office of Student Conduct, his/her membership will be terminated.

**Section 3.** Membership is required to be active in the organization.

1. Members are required to attend mandatory events and activities which include the following:
  - a. General Membership meetings and Committee meetings (when applicable)
  - b. Any event that the member has agreed to and/or signed up to attend including greeter hours
  - c. Open Houses hosted by the Admissions Office
  - d. Other events deemed mandatory by the Executive Board, provided at least three (3) weeks' notice has been given to the General Membership
  - e. The criteria for excused absences are:
    - i. Illness
    - ii. Exam
    - iii. Death in the Family
    - iv. Religious Holidays Recognized by the University
    - v. Other cases will be determined on a case-by-case basis.
2. If a member accumulates three (3) or more unexcused absences within a semester, the Executive Board and the Advisor will review his/her membership, and membership can be terminated with a two-thirds (2/3) vote of the Executive Board.
3. Dates for all mandatory events must be announced to the General Membership at least three (3) weeks prior to the event taking place, with the exception of any event that the member has agreed to and/or signed up to attend. Failure of the Executive Board to announce dates three (3) weeks prior to a mandatory event shall be grounds for an appeal of an unexcused absence.
4. Participate in at least one of each of the following per semester:
  - a. Organized Fundraiser
  - b. Community Service Activity
  - c. Campus Service Activity

**Section 4.** Any member who will not be present at a mandatory event must notify the President a minimum of forty-eight (48) hours prior to the event. Failure to do so will result in one (1) unexcused absence unless the absence meets the excused absence criteria.

**Section 5.** New members will be given a copy of the Constitution and a schedule of events at the beginning of their membership.

**Section 6.** Membership will be maintained each semester if each member meets the membership requirements stipulated in Section III of Article II.

### ARTICLE III: MEMBERSHIP TERMINATION / MEMBER PROBATION

**Section 1.** Any member may file a resignation by submitting a letter of resignation to the President. Members who resign must return all uniform pieces regardless of the duration of their S.M.A.R.T. membership.

**Section 2.** The Advisor, may establish grounds for removal based upon unsatisfactory academic performance or conduct violations.

1. If a member's GPA drops below a 2.25, the member will be placed on probation for one semester. The Advisor will send a letter notifying the member of his/her probationary status. If the same member's GPA for the following semester or the semester with probationary status still remains below a 2.25, his or her membership will be terminated for the next semester. The Advisor shall review every member's grade point average every semester in order to assure compliance with S.M.A.R.T. member expectations.
2. If a member has any type of conduct violations, the Advisor can then establish grounds for placing the member on probation or facilitate the member's removal. It is under the jurisdiction of the Advisor. See the Pennsylvania State University Code of Conduct for more information about the conduct violations.

**Section 3.** Any member who accumulates two (2) unexcused absences in the course of one (1) semester shall be placed on probation in the organization. Every additional unexcused absence over two (2) unexcused absences in one (1) semester shall put the member in jeopardy of termination. If the member has been active up until his/her two (2) absences, he/she can be placed on a probationary status. If the member has not been active, a voting procedure can be initiated to terminate the member's membership based on the discretion of the Executive Board.

**Section 4.** If any member accumulates a certain amount (to be decided by the Executive Board, based on the projected activity of the organization) of absences, whether excused or unexcused, his/her membership may be terminated.

**Section 5.** In the scenario that any member is charged with conduct unbecoming or any member is creating a negative image of the University, any member of the Executive Board may recommend sanctions including, but not limited to, removal. The President, in writing, will notify the accused member of the charges. The accused member shall have the right to present a defense to the Executive Board on an agreed meeting time and date. The Executive Board will be given the opportunity to reverse their sanctions, if decided. If there is no decision to reverse the sanctions, the accused member shall have the right to present an appeal to the General Membership at the next General Membership meeting. The General Membership may overturn the decision of the Executive Board by a two-thirds (2/3) of members present at the meeting.

**Section 6.** The General Membership will be notified of any resignation or termination of a member of the organization at the next General Membership meeting following the resignation or termination.

**Section 7.** For a member to be placed on probation, a member of the Executive Board must charge a member with conduct unbecoming or make a motion for probationary status based on expectations not met in writing. If the reasons are less in severity, the member will then be placed on a probationary member status.

**Section 8.** If a member is placed on a probationary status, the member's activity and events will be closely monitored. Actions that may severely affect the member's probationary status (or change the status to termination) include but are not limited to:

1. Tardiness at a Meeting, Event, or Activity
2. Unexcused Absence at a Meeting, Event, or Activity
3. Conduct or Attire Violations

**Section 9.** If any member's membership is terminated or if any member is placed on probation, he/she may appeal for reconsideration by responding to the President's email informing him/her of his/her current membership status. A meeting with the member and the Executive Board will be scheduled to discuss the membership status of the member. The case will be presented at the aforementioned meeting, and after the presentation, the Executive Board will hold a voting process regarding the change of decision, if applicable. A two-thirds (2/3) vote is needed to change the decision.

**Section 10.** Terminated members will receive a letter or an email from the Advisor about their loss of member privileges and the return of all organization apparel or items used for events if the member is removed for issues related to conduct.

## ARTICLE IV: ELECTIONS

**Section 1.** The entirety of the membership will elect the officers for a term of one year.

1. The elected officers shall consist of
  - a. President
  - b. Vice-President
  - c. Secretary
  - d. Treasurer

**Section 2.** The process of nominations will be set in motion on the fourth to last meeting of each spring semester, with the nominees' speeches executed the following week. Elections shall take place on the second to last meeting of the semester.

1. Only current organization members who have been active for two (2) semesters are eligible to run for the position of President. In the event that a member does not meet this criterion, the Executive Board can establish grounds to waive this requirement. The term 'active members' translates to meeting all the semester requirements in full.

**Section 3.** The current President shall conduct elections for officers.

1. The membership shall use the secret ballot system and declare the candidate with the most votes as the winner.
2. In case of a tie, the system of voting must be repeated.
3. If a second tie occurs, the current members of the Executive Board will be given the chance to vote.
4. If the current President is participating in the elections as a nominee, the Advisor shall conduct the elections.

**Section 4.** At the end of the meeting, the officers who were voted into their respective positions must assume office.

**Section 5.** In the event that a mid-term vacancy for the position of President occurs, the Vice-President shall assume the role of President and a new Vice-President shall be elected. In the event that a mid-term vacancy for other positions aside from the position of President occurs, the Executive Board will then

vote on a current officer to fill that position on an interim basis until an election can take place to fill that position.

**Section 6.** All other matters shall be voted on by the membership by hand count.

1. The members of the Executive Board may not vote.
2. If a tie occurs, then the officers shall vote on the matter to break the tie. Their vote will be a collective vote counting for one vote in the overall election. A two-thirds (2/3) majority will count as the one vote.
3. These other matters may attain a decision once at least two-thirds (2/3) of the General Membership votes for the particular decision.

#### ARTICLE V: OFFICERS, EXECUTIVE BOARD AND DUTIES

**Section 1.** The officers shall include President, Vice President, Secretary, Treasurer, and Public Relations Officer.

**Section 2.** The Executive Board shall consist of the Officers & Advisor. The Advisor shall be the Director of Admissions or his/her designee.

**Section 3.** The President's duties shall include but is not be limited to:

- a. Supervise all Officers and ensure they are fulfilling their duties, if duties are not fulfilled the President will then take appropriate action to warn in writing and or facilitate the Officers removal.
- b. Set dates and times for all meetings in consultation of the Executive Board
  - a. Call special meetings as needed.
- c. Preside at and run all General Membership meetings of the organization
  - a. If unable to attend, the President shall designate someone to run the meeting
- d. The President shall, plan, manage, and set agenda items for General Meetings
- e. Serve as the chief interpreter of the constitution and be accountable for the supervision and administration of the constitution and its purpose, membership process, and enforcement of the constitution
- f. Oversee the membership process and strategic planning of the organization
- g. The President shall meet with the Advisor regularly to discuss upcoming events S.M.A.R.T. will be participating in and the committees' progress
- h. The President or his or her designee will Chair the Selection Committee
- i. Chair the Executive Committee
- j. Serve as an ex-officio member of all standing committees
- k. Serve as the primary liaison between other clubs and organizations on the campus
- l. Form and Chair a Constitutional Review Committee each Semester to discuss any revisions needed to this constitution.



- m. Assume other executive duties not otherwise delegated
- n. Form each Fall semester a selection committee and appoint a Committee Chair each semester to oversee the selection process for new members after a member has applied.
- o. Attend all General Membership and Executive Board meetings

**Section 6.** The Vice-President duties shall include but is not limited to:

- A. The Vice-President shall aid the President in fulfilling his/her duties.
- B. Chair the Diversity Committee.
- C. Keep a copy of the Constitution available for the members at all meetings.
- D. Planning and Coordinating S.M.A.R.T. Events.
- E. Be responsible for scheduling requests of S.M.A.R.T..
- F. Shall perform all functions of President in the latter's absence.
- G. Assist with the recruitment of new members.
- H. Oversee and Coordinate Greeter hours
- I. Attend all General Membership and Executive Board meetings.

**Section 7.** The Treasurer duties shall include but is not limited to:

- A. Shall be responsible for the collection and accurate accounting of all income and debts of the organization following the guidelines of the Police and Rules for Student Organizations.
- B. Make a report on the state of the treasury at every General Membership meeting, giving details when requested.
- C. Keep a dated record of all transactions.
- D. Draft in consultation with the President and submit grant proposals for the organization.
- E. See that all bills are paid on time.
- F. Chair the Fundraising Committee if one is formed.
- G. Shall perform all functions of the Secretary in the latter's absence.
- H. Assist with the recruitment of new members.
- I. Attend all General Membership and Executive Board meetings

**Section 8.** The Secretary's duties shall include but is not limited to:

- A. Record attendance at General and Executive Board meetings
- B. Compose, duplicate, file, and distribute minutes to the General Membership within 72 hours after the meeting
- C. Maintain minutes of all meetings of the organization and forward to all members along with posting the minutes on OrgSync
- D. Keep all organization records and documents updated
- E. Keeping the OrgSync Group Updated with:
  - a. Contact Information for Officers, Advisors and Committee Chairs
  - b. Meeting times for all meeting for the Organization
  - c. Minutes and Attendance for meetings
- F. Send appropriate probation letters or letters of warning via email and coping the Advisor on all communication.

- G. Chair the Community Service Committee
- H. Carry out any correspondence needs of the organization.
- I. Be responsible for printing and handing out the agenda for General Membership and Executive Board meetings.
- J. Attend all General Membership and Executive Board meetings

**Section 9.** The Public Relations Officer duties shall include but is not limited to:

- A. Chair the Publicity Committee
- B. Recruitment of new members and adding them to the rosters, along with keeping the roster up to date
- C. Assist with the planning of member orientation.
- D. Assist in increasing and improving communication and morale within the members of the organization.
- E. Keep S.M.A.R.T. webpages or website up to date
- F. Keeping the S.M.A.R.T. social media pages up to date by posting upcoming events and news
  - a. Organize, take and post event pictures on all of the social media pages
  - b. Ensure there isn't anything inappropriate content on the social media pages
- i. Attend all General Membership and Executive Board meetings

**Section 12.** All monetary exchanges must be brought to the attention of President and Advisor before any transaction may take place.

**Section 13.** Executive Board members are required to have a 2.75 GPA or higher. Failure to maintain the required GPA will result in removal from office by the Advisor.

**Section 14.** Executive Board meetings should take place at least twice a month.

- A. Meeting days and times will be set by the Executive Board
- B. The President or his/her designee will facilitate the meeting
- C. Only the President can excuse a member of the Executive Board from missing a General Membership meeting or an Executive Board meeting.

**Section 15.** Officers are only allowed to miss 3 meetings per semester

- A. 2 Excused
- B. 1 Unexcused

**Section 16.** Officers are subject to all Membership rules and Conduct rules listed in Article II & VIII.

**Section 17.** If any officer feels they can no longer hold their position, then a written formal letter of resignation must be presented to the President or Club Advisor, one week before actual resignation.

**Section 18.** If any officer leaves office early for any reason, a special election shall take place to fill that position. The election shall run as previously in Article IV. The Officer can remain a member once leaving their position.

**Section 19.** The Executive Board is empowered to act for the active membership in the intervals between General Meetings.

**Section 20.** Each Officer must have and maintain and submit a binder of their duties upon completion of his/her term.

#### ARTICLE VI: REMOVAL PROCESS FOR ELECTED OFFICIALS

**Section 1.** If an officer is not performing the duties listed in this Constitution, they may be asked to step down from their position, and may remain a member of the organization.

**Section 2.** Elected officers can be removed from office for neglect of duties.

**Section 3.** Actions against any elected officer shall be taken and initiated from within an Executive Board meeting.

**Section 4.** Any Executive Board member in good standing may make a motion for removal. A reason for the motion must be stated.

**Section 5.** A member of the Executive Board, not including the member pertained to by the motion, must second the motion.

**Section 6.** The President shall set a specified time period of discussion. In the event that the motion is pertaining to the President, the Advisor must fulfill the duty of time allotment and regulation.

**Section 7.** A two-thirds (2/3) majority vote by the members of the Executive Board is required for removal.

**Section 8.** Voting shall be conducted through the secret ballot system, and counted by an Advisor.

#### ARTICLE VII: MEETINGS

**Section 1.** General Membership meetings will be held on a designated day, time, and place starting the second week of the fall semester.

**Section 2.** The organization shall refer to Robert's Rules of Order to run the meeting.

**Section 3.** In order for a meeting to be declared official, two-thirds (2/3) of the officers must be in attendance.

**Section 4.** The President shall facilitate the meeting. In his/her absence, the Vice-President shall facilitate the meeting.

**Section 5.** Proper notice via email must be sent to the Secretary to be excused from a meeting. The email must be sent at least twelve (12) hours prior to a meeting.

## ARTICLE VIII: CONDUCT

**Section 1.** Upon gaining membership to the organization, members must agree to abide by the articles of this Constitution. Each member must sign the Constitution at the beginning of his/her membership.

**Section 2.** Any member representing the organization at any school or community event shall act in accordance to the rules set forth by the Pennsylvania State University.

**Section 3.** The Advisor shall remove any member violating the Pennsylvania State University Student Code of Conduct from the organization.

**Section 4.** While representing the organization at any event or function on- or off- campus, proper attire must be worn unless otherwise is mentioned or approved by the President or Advisor. Further information can be found in the organization's Apparel Guidelines. If a member is removed or if a member decides to leave the organization for any reason, all organization apparel must be returned within seventy-two (72) hours.

**Section 5.** No member may participate in any organization event while visibly intoxicated or otherwise impaired.

**Section 6.** No member may wear official organization gear or attire while under the influence of alcohol or other substances.

**Section 7.** All members shall exercise proper etiquette when attending official University functions.

**Section 8.** All members must contribute to the organization in a positive manner to maintain morale, especially when attending events. This includes being considerate and polite to other members and maintaining professional conduct while addressing any issues and concerns of the organization.

**Section 9.** Failure to abide by any rules will result in disciplinary action and/or membership termination from the organization.

#### ARTICLE IX: LEAVE OF ABSENCE (LOA) POLICY

**Section 1.** Each member has the opportunity to take a Leave of Absence (LOA) from the organization for academic reasons (study abroad, internship, etc.), or personal reasons.

**Section 2.** This is limited to only once, while the member is part of the organization. In the event that it is needed for the second time, the Executive Board may allow the second LOA, depending on the reason.

**Section 3.** The member shall choose the period and duration of the LOA.

1. The minimum duration is three (3) weeks.
2. The maximum duration is an entire academic year.

**Section 4.** The member must notify the President with a letter explaining the reason behind the LOA. The President has the authority to approve the request. The request must be made at least one week in advance of the planned leave. The President must consult the Executive Board before granting the request. Members on LOA are excused from all mandatory events.

**Section 5.** The member shall still be subject to all membership and code of conduct rules, while on his/her LOA.

#### ARTICLE X: AMENDMENTS

**Section 1.** Proposed amendments to this Constitution shall be submitted to the President in writing at least one meeting prior to their consideration.

**Section 2.** The Executive Board and the Advisor must discuss all proposed amendments before presenting them to the General Membership.

**Section 3.** The General Membership must vote on changes to the Constitution.

1. A two-thirds (2/3) majority vote is needed to pass the amendment/s.

**Section 4.** Grammar, and other non-substantive changes, may be made to this Constitution with the consent of the Executive Board and without the approval of the General Membership.