

**Constitution of Jacks Council on Family Relations
NCFR Student Affiliate
(Formerly known as Family and Child Development Club)**

Article I – Name

The name of the organization shall be *Jacks Council on Family Relations* (formerly known as Family and Child Development Club), a Student Affiliate of NCFR (National Council on Family Relations).

Article II – Purpose

To provide students with an opportunity to serve and educate families within the community and network with their peers; to equip them with the knowledge and experience for their future in/of serving families.

Article III – Membership

Section 1

Membership shall be open to students regardless of race, sex, religion, national origin, creed, color, age, disability or veteran status. Active membership is restricted to students who have paid affiliate dues. An affiliate must have 10 active NCFR members (may include faculty).

Section 2

Members of the student affiliate shall pay annual dues, if required; with the amount being determined by the organization's elected officers prior to the start of each fall semester. For the initiating school year, the dues amount will be \$10 a year or \$5 a semester (Spring/Fall). Annual dues can be increased thereafter as seen necessary by the elected officials.

Article IV – Officers

Section 1

The administration of the student affiliate shall be governed by an executive board. This executive board shall consist of the following officers:

- a. President
- b. Vice-President
- c. Secretary
- d. Treasurer
- e. Publicity Coordinator
- f. Event Planner (optional)

Additional officer positions may be created as necessary.

Section 2

Qualifications for the officers of the student affiliate shall be as follows:

1. President
 - a. Must be an active NCFR member.
 - b. Must be an active student affiliate dues paying member.
 - c. Must serve in an officer position within JCFR for a minimum of one semester.
 - d. Must be in good standing with the University/College.
 - e. Must maintain a grade point average of 2.5 or above.

2. Vice-President
 - a. Must be an active NCFR member.
 - b. Must be an active student affiliate dues paying member.
 - c. Must be in good standing with the University/College.
3. Secretary
 - a. Must be an active NCFR member.
 - b. Must be an active student affiliate dues paying member.
 - c. Must be in good standing with the University/College.
4. Treasurer
 - a. Must be an active NCFR member.
 - b. Must be an active student affiliate dues paying member.
 - c. Must be in good standing with the University/College.
5. Publicity Coordinator
 - a. Must be an active NCFR member.
 - b. Must be an active student affiliate dues paying member.
 - c. Must be in good standing with the University/College.

Section 3

Duties for the officers shall be as follows:

1. President
 - a. Shall lead the student affiliate
 - b. Shall act as a liaison between the Family Science students and faculty
 - c. Shall preside over affiliate meeting
 - d. Shall have the authority to call affiliate meeting
 - e. Shall work with the treasurer in maintaining the organization's finances. The dollar limit of discretionary spending authority shall be determined by each year's affiliate officers.
 - f. Shall have the authority to make purchases.
 - g. Shall appoint chair persons for special committees as need arises, subject to a vote of approval by affiliate members.
 - h. Shall work with the secretary in preparing each meeting's agenda.
2. Vice-President
 - a. Shall assist in all duties of the president
 - b. Shall act as a liaison between non-traditional students and traditional students.
 - c. Shall assume the office and duties of the president in his/her absence or in the event the office becomes vacant.
 - d. Shall plan and coordinate any service projects (minimum of one a semester); unless the position of event planner is assumed than the duties are distributed amongst each position.

3. Secretary

- a. Shall record minutes and attendance at all affiliate meetings and make them available to officers and members in one (1) week's time following all meetings.
- b. Shall work with the president in drawing up each meeting's agenda and shall make the agenda available to officers and members prior to each meeting.
- c. Shall solicit items for each meeting's agenda from officers and members.
- d. Shall keep accurate and current records of all membership classification and contact information.
- e. Shall work with the treasurer in maintaining an accurate list of affiliate dues paying members.

4. Treasurer

- a. Shall keep proper records of all funds received by and dispersed from the organization and shall report these transactions at affiliate meetings.
- b. Shall assume responsibility for the organization's finances.
- c. Shall have the power to make purchases on behalf of the organization with the approval of a majority of affiliate officers.
- d. Shall collect dues from affiliate membership and present the secretary with a list of all members delinquent in payment.
- e. Shall take care of SORF account at the start of each semester.
- f. Shall coordinate any fundraisers; unless the position of event planner is assumed than the duties are distributed amongst each position.

5. Publicity Coordinator

- A. Shall work with the president in creating flyers and other types of publications.
- b. Shall come up with ideas in recruiting new members.
- c. Shall upkeep and update facebook account as needed.
- d. Shall upkeep and update bulletin board on a regular basis.
- e. Shall make any announcements via mySFA or via e-mail as requested by other officers or advisors.

Section 4

Impeachment of Officers and Expulsion of Members

Officers:

1. The affiliate officers must be notified of at least one (1) week before the affiliate meeting where the motion will arise.
2. The affiliate officer in question must be given fair opportunity to defend him/herself.
3. The impeachment of any affiliate officer may be initiated by a motion presented at a meeting. Any officer or dues-paying member of the affiliate may initiate such a motion.
4. The motion for impeachment must outline the specific reasons that warrant impeachment and should delineate any infractions of the affiliate constitution.
5. After the affiliate officer in question has been given an opportunity to be heard, debate of the motion must ensue.
6. The officer in question must not be present during such a debate.

7. Motions for impeachment must be passed by a two-thirds majority vote by secret ballot of all officers and dues-paying members present.

Members:

1. The officers and member in question must be notified at least one (1) week before the affiliate meeting where the motion will arise.
2. The member in question must be given fair opportunity to defend him/herself.
3. The expulsion of any member may be initiated by a motion presented at a meeting.
4. The motion for expulsion must outline the specific reasons that warrant expulsion and should delineate any charges and/or reasons.
5. After the member in question has been given an opportunity to be heard, debate of the motion must ensue.
6. The member in question must not be present during such a debate.
7. Motions for expulsion must be passed by two-thirds majority vote by secret ballot of all officers and dues-paying members present.

Section 5

The following procedures shall govern the filling of officer vacancies:

1. If the office of the President is vacated, the following line of succession shall be followed:
 - a. Vice-President
 - b. Secretary
 - c. Treasurer
 - d. Publicity Coordinator
2. If any other office is vacated, the members of the affiliate will elect a member to fill the vacancy.

If there are not any nominations, the current officers will assume the responsibilities.

Article V – Advisor

The National Council on Family Relations requires that each student affiliate must have at least one faculty advisor. That advisor must be an active member of NCFR.

Article VI – Elections

The following rules and procedures shall govern elections:

1. Elections will be held in May every year.
2. Nominations for officers can be held prior or during the election meeting.
3. Members of the affiliate may make nominations.
4. Officers shall be elected by a majority of voting members.
5. Elected officers will hold office for a one year term.

Article VII – Meetings and Quorum

Section 1

Regular or general meetings shall take place according to the schedule agreed upon by the affiliate officers. They shall be announced to the membership a minimum of five days in advance.

Section 2

The president or a petition of two-thirds dues-paying members may convene special meetings.

Section 3

One fourth of the total members and three officers shall constitute a quorum.

Section 4

Each general meeting shall be conducted according to the following format:

1. Call to order
2. Minutes from last meeting
3. President's report
4. Treasurer's report (if necessary)
5. Old business
6. New business
7. Time allowance for guest speaker (if necessary)
8. Adjournment

Section 5

All dues-paying members of the affiliate shall have the right to address affiliate meetings. Members wishing to address the affiliate should contact the secretary one week prior to the desired date, so that he/she can write the request into the agenda. Upon receiving the request, the secretary shall accommodate the request by allocating the member ten minutes time in the agenda.

Section 6

Issues may be voted on by all officers present at meetings provided that a quorum is present.

Section 7

For an issue to be brought to a vote, the following format shall be followed:

1. Motion
2. Second of the motion
3. Discussion
4. Vote

Article VIII – Finances

Section 1

1. Contact NCFR headquarters to obtain an EIN to open a checking account
2. Funds will be collected through membership dues and fundraisers. The funds shall be kept in a checking account.

3. Student affiliates submit a financial report annually.
4. Portion of student affiliate's dues will be utilized to cover half of each officer's NCFR membership fees (\$30/officer).

Section 2

The President and/or Treasurer will attend a SORF meeting each Fall semester to obtain amount and regulations required by Stephen F. Austin State University.

Section 3

Disbursement of funds shall be the responsibility of the executive officers of Treasurer, President, and the faculty advisor. Funds will be disbursed at the discretion of the affiliate.

Article IX – Committees

The President will create any committees as necessary to conduct affiliate business.

Article X – Amendments

Amendments to the Constitution may be proposed by any member and shall require a vote of at least two-thirds of all dues-paying members of the affiliate. Proposed amendments shall be made available, in writing, at least one week prior to voting.

Article XI – Ratification

Section 1

This constitution shall be ratified by at least two-thirds of affiliate members who vote.

Section 2

The student affiliate constitution shall be effected immediately upon its ratification by the membership.