

# Organization Constitutions

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- Required to register an organization
- Must be submitted each year during the annual Re-Registration process
- Review & Update with any necessary changes
  - Follow the procedure listed in the constitution for any changes/amendments
  - Make sure the most current file is in Documents section of HSC Net
  - Save file with “Update” and the year in the name

# Required Sections

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- Name & Purpose
- National & Affiliate Organizations
- Membership Requirements
- Officer List & Duties (President and Treasurer Required)
- Officer Election & Removal Process
- Financial Procedures
- Faculty/Staff Advisor Responsibilities
- Annual Programs

# Name & Purpose

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## Article I – Name

**Section 1.** The name of the organization shall be the Bubble Blowing Society, a student organization at Texas Tech University Health Sciences Center.

## Article II – Purpose

**Section 1.** The purpose of our organization is to bring together TTUHSC students that enjoy blowing bubbles or are interested in participating in bubble blowing competitions.

# National & Affiliate Organizations

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## Article III – National & Affiliate Organizations

### **Section 1. National Relationship:**

a. The Bubble Blowing Society has a relationship with the National Bubble Blowing Federation. The relationship includes an annual membership that enters the organization in regional and national competitions. They also provide standardized rules and instructions on how to hold competitions.

### **Section 2. Affiliate Relationship:**

a. The Bubble Blowing Society has a relationship with the Panhandle South Plains Fair at which they sponsor a community Bubble Blowing Competition.

# Membership Requirements

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## Article IV – Membership

### Section 1. Requirements

- a. Members must be interested in the art of blowing bubbles.
- b. Members must represent the organization and Texas Tech University Health Sciences Center in a positive light at all times.
- c. Membership is open to all students and from any school.
- d. Members are not allowed to participate in any activities or events hosted by the organization while intoxicated or under the influence of drugs.
- e. Members must always treat their fellow members or officers with respect.
- f. Members must uphold the Values-Based Culture of one team, kindhearted, integrity, visionary, and beyond service.

# Officer List & Duties

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## Article V – Officers

### Section 1. List

The officers of the organization will be made up of: **President**, Vice-President Internal, Vice-President External, **Treasurer**, and Secretary.

### Section 2. Duties

- a. President duties include:
  - i. Overseeing and running regular, executive, and special meetings.
  - ii. Serve as the liaison to the advisor and the university administration.
  - iii. Attend bi-monthly meetings with the organization advisor.
  - iv. Manage member violation report process.

# Officer Election

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## Article VI – Officer Election & Removal Process

### Section 1. Officer Election Process

- a. Nominations for officers will start in March of the spring semester by the person himself/herself or can be nominated by a regular member.
- b. Nominees can either accept or decline the nomination at the time the nomination is given or wait to the end of the 2-week period.
- c. Nominations will be open for 2 weeks.
- d. During the 2-week period nominees can either drop or be added to the candidacy list.
- e. On the day of elections, which should be in April, nominees will give a 4 min speech on why they are fit for the position, what they can contribute to the organization to make it better, and any ideas for the organization or the position.
- f. Voting will then only commence if quorum of majority is met. If quorum is not met before the meeting presides, then voting will commence at the next earliest meeting time.
- g. Voting will require a two-thirds vote of all eligible voters to elect a member to a position. The vote will be done using a secret ballot to be tallied by the advisor.

# Officer Removal Process

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## **Section 2.** Officer Removal Process:

- a. Any member or officer can submit an officer in violation of the organization purpose, their position responsibilities, or constitution to the president.
- b. If the officer in violation is the president then it should be submitted to the organization advisor.
- c. Once the president or advisor receives the violation it will be reviewed and a special meeting will be scheduled with the other officers to review the violation.
- d. If the remaining executive board finds the violation creditable then they will schedule a time for the officer to come speak to the executive board about the violation.
- e. After the meeting with the officer in question, the executive board will take a vote on whether to move forward with the removal process or not. A two-thirds vote of the remaining officers is required to move the process forward.
- f. If the vote passes to move the process forward, a vote will be brought to the entire membership for a vote to remove or not. A two-thirds vote is required to remove an officer from their position with an additional vote to determine removal from the organization.
- g. If the officer is not present at the meeting where the vote took place, they should be notified of the vote within 24 hours.



# Financial Procedures

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## Article VII – Finances

### **Section 1.** Collection of Funds:

- a. Membership dues shall be collected at the first meeting in September and January.
- b. The Treasurer shall be responsible for applying for and documenting funds from the SGA and the School of Health Professions.

### **Section 2.** Management of Funds:

- a. Any costs occurred by the organization may be paid by the President or Treasurer.
- b. All expenditures must be documented with an itemized receipt by the Treasurer.
- c. All income must be deposited within 24 hours of receiving it. No cash is accepted only check or money orders, unless it comes from a fundraiser. Square can only be used if linked to the organization checking account.

### **Section 3.** Documentation:

- a. Documentation of any funds spent/gained must be added to the Financial Binder and available to all members with reasonable notice.

**Section 4.** In the event that the organization ceases to exist, all assets shall be donated to the National Bubble Blowing Federation Foundation.

# Faculty/Staff Advisor Responsibilities

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## Article VIII – Faculty/Staff Advisor

### Section 1. Responsibilities of the Advisor.

- a. Provide feedback by listening and giving perspective insight for the organization's development.
- b. Support the organization in crises.
- c. Intervene when appropriate. Especially when conflicts arise between members or officers.
- d. Be knowledgeable of university or national policies that may impact the organization.
- e. Co-sign expenditures that are over \$500.
- f. Provide connections to the group such as campus resources, etc.

# Annual Programs

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## Article IX – Annual Programs

### **Section 1.** Panhandle South Plains Fair Bubble Blowing Competition

- a. The organization hosts this competition every fall semester to bring joy and recognition to the art of bubble gum blowing.

### **Section 2.** Holiday Bubble Blowing Invitational

- a. The organization attends the state invitational that is annually hosted at the Dallas World Aquarium.

### **Section 3.** National Bubble Blowing Competition

- a. The organization attends the National Bubble Blowing Federation Championship if any members qualify to compete.

# Amendment Approval

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- Add to the end of the change/amendment to signify when it was completed.

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**President – Print**

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**Advisor – Print**

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**President – Signature**

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**Advisor – Signature**

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**Approval Date**