



# **Transfer Student Organization**

## **ARTICLE I - ESTABLISHMENT**

We the students, faculty, and staff of the University of Rochester hereby establish the Transfer Student Organization (TSO) of the University of Rochester and enact this constitution for its governance. Failure to follow this constitution could result in penalties or revocation of Students' Association recognition of this organization.

## **ARTICLE II - MISSION STATEMENT**

The Transfer Student Organization (TSO) is a student-led group that assists transfer students in their transition to the U of R. Our goal is to help transfer students have the best experience they can have here at Rochester! We've been where you are and want to be a part of where you're heading!

## **ARTICLE III - MEMBERSHIP**

### **SECTION ONE - MEMBERSHIP**

- A. Eligibility - All Students' Association (SA) members shall be eligible for membership. An SA Member is a University of Rochester undergraduate of the College who has paid their SA activities fee. All members and associate members shall be listed on the organization's Campus Community Connection site. Membership is automatically renewed yearly unless the member graduates, requests to cancel their membership, or fails to meet membership requirements.
- B. Definition of active member - A person must be registered on CCC as a member and attend at least 2 meetings per semester.
- C. Definition of associate member - All University of Rochester faculty, staff, graduate students and Eastman students shall be eligible for associate membership but not eligible to hold an officer position. Graduate students, faculty, and staff are not eligible to compete nor travel as part of a college student organization.

## **ARTICLE IV - MEETINGS AND VOTING**

### **SECTION ONE - QUORUM**

- A. A meeting shall be valid if a quorum is present. Quorum is defined as at least ½ of the active membership plus at least one officer.

### **SECTION TWO - VOTING**

- A. Voting on any issue shall be official only if the meeting is valid.
- B. All members shall have equal voting power.

- C. Procedure – All decisions shall be arrived at by simple majority using a hand vote unless otherwise specified by the presiding officer. The President shall only vote to break a tie.

## **ARTICLE V - OFFICERS AND QUALIFICATIONS**

### **SECTION ONE - OFFICER POSITIONS AND QUALIFICATIONS**

- A. President: Must have been at the university for at least one academic year and have been an active member of the club for at least one academic year, unless no one else is qualified.
- B. Business Manager: Must be an active member of TSO for at least one academic year, unless no one else is qualified.
- C. Secretary: Must be an active member of TSO for at least one academic semester, unless no one else is qualified.
- D. New Transfer Student Class Representative (2, Fall & Spring): Must be a student who just transferred to the University, who helps the incoming transfer class communicate with the club officers about their needs. Must become an active member throughout their position, unless no one else is qualified.
- E. Class Year Representatives: Must be a member of the class year that they are representing. Must be an active member of the club for at least one academic semester, unless no one else is qualified.

### **SECTION TWO - DUTIES OF OFFICERS**

- A. All officers shall be members of the Students' Association.
- B. All officers shall promote active recruitment of new members.
- C. All officers shall enforce this constitution.
- D. All officers shall be responsible for knowing the sections of the Students' Association constitution and bylaws that apply to this organization.
- E. The President shall preside over the meetings and shall maintain organization within the club, communicate with other officers and delegate duties to maintain a functioning club that fulfills the purposes set forth above.
- F. The Business Manager shall be responsible for maintaining all finances and keep detailed records of all transactions.
- G. The Secretary shall be responsible for maintaining a current copy of this constitution open to inspection by all members of this organization, Senators, and all members of the Students' Association.
- H. The Secretary shall also take roll call at all meetings, tally votes, keep an accurate list of organization members and take and maintain meeting minutes.
- I. The New Transfer Student Representative shall be responsible for spreading the word about this organization to their transfer class and communicating the needs of the group to the other club officers.
- J. The Class Year Representatives (one for each graduating class year) shall work together to serve as the event planners and coordinators for organization events. This position focuses on keeping their year informed of all TSO events.

### **SECTION THREE - NOMINATIONS AND ELECTIONS**

- A. Nomination and Elections Procedure - Candidates interested in running can self nominate and submit a platform. The person who receives the most votes will be elected. All active members present may vote in elections.
- B. Term of Office - The President, Business Manager, Secretary, and Class year representatives will have a term length of one academic year. The New President, Business Manager, Secretary, and Class year representatives will take office on May 1st of each year with the summer break serving as a transition period. The New Transfer Student Class Representative position is held for one academic year until the next fall or spring class. It is elected in their respective semesters of transferring to the University of Rochester. New Transfer Student Class Representatives take office immediately upon being elected.
- C. Timing of Elections - Elections will be held in the beginning of April for President, Business Manager, Secretary, and Class Year Representatives. Elections for the New Transfer Student Representative will occur throughout the year but before two weeks until the end of the semester as new transfer classes come into the University.

#### **SECTION FOUR - VACANCIES, RESIGNATIONS, AND REMOVALS**

- A. At the first valid meeting following a vacancy of an office, the position is to be filled by the same manner described in *Article V, Section Three*.
- B. A vote of no confidence is a vote to remove an officer. Such a vote shall require a  $\frac{2}{3}$  majority of the entire active membership to pass. Any member of the organization may call for a vote of no confidence.
- C. If a vote of no confidence on any officer is to take place, they must be notified one week in advance.
- D. An office shall be declared vacant as the result of a vote of no confidence.

### **ARTICLE VI - RESOURCES**

#### **SECTION ONE - RESOURCES**

- A. The Transfer Student Organization of the University of Rochester will abide by their Resource Agreement.

### **ARTICLE VII - HAZING POLICY**

Hazing, defined as the harassment of one individual by another individual or organization, is not permitted by the Transfer Student Organization. Behavior prohibited under this rule includes actions threatening substantial risk of physical or mental injury; actions exposing the individual to distressing, repulsive, or alarming situations or sensations; forced consumption of alcohol or drugs; actions in the form of social pressure which might cause harm to an individual.

### **ARTICLE VIII - NONDISCRIMINATION POLICY**

The Transfer Student Organization abides by the nondiscrimination policy of the University of Rochester.

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Savannah Schisler  
Signature of Confirmation  
Savannah Schisler

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12/16/2021  
Date

**President, Transfer Student Organization**

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Signature of Approval

Date

Noah Hathaway

**Chair, Student Organization Administration & Review Committee**