



NTSA Constitution

Name & Purpose

- The name of this organization is Utah State University Nontraditional Student Association. It will be referred to as NTSA.
- The purpose of this organization (Mission Statement) is to provide support, friendship and guidance to nontraditional students at USU and work to enhance their college experience.

Membership

- NTSA activities are open to anyone who desires to participate.
- A nontraditional student is defined as a student who is at least 25 years of age or older and/or has a spouse, committed partner, and/or dependents. Students must meet this criteria in order to qualify for nontraditional student scholarships and certain programs through the Access & Diversity Center.

Structure

- NTSA will be run by four Advisory Board Members: President, Vice-President, Secretary, and Treasurer. All are equal in authority and responsibility. These positions are eligible for scholarships if scholarship money is available and minimum requirements are met (see Advisory Board Requirements).
- In addition to the core board members, there will be two auxiliary positions: Media Specialist and Activities Coordinator. These positions are not eligible for scholarships, but do need to meet requirements.
- Advisory Board Members and Auxiliary Members agree to fulfill a minimum five hour per month time commitment engaged in meetings and activities.
- The Access & Diversity Center's Nontraditional Program Coordinator shall serve as an advisor to the Board.

Advisory Board Meetings

- The Board will meet a minimum of once per month. The Board will utilize email and/or other forms of electronic communication as a main source of communication, not meetings.

Duties of the Advisory Board

- **President:** In charge of communications, coordinates meeting times, prepares official paperwork and keeps deadlines, mediates meetings and keeps the group focused and on track, works with the group to create goals and plan activities for the coming year.
- **Vice-President:** Assumes the duties of President in his or her absence, assists President, in charge of club membership, works with President and Treasurer on yearly organization budget, and responsible for making sure event summaries are filled out after each event.
- **Secretary:** Takes meeting minutes, assists in poster design and generation for events, responsible for printing out fliers, creates correspondence (thank you letters, etc.), makes sure fliers are posted appropriately and makes sure all of the rules are being followed for the organization to maintain funding.
- **Treasurer:** Responsible for presenting NTSA budget at necessary meetings, tracks organization spending.
- **Media Specialist:** In charge of social media and advertising, works to inform the campus community about nontraditional students, the Nontraditional Student Association and the services we provide. In charge of taking pictures at activities and events.
- **Activities Coordinator:** Encourages members to attend or join an activity or event, fix situations or adjust activities or events as needed, assist Media Specialist with advertising, make necessary arrangements or facilities reservations for activities or events.

Advisory Board Requirements

- If scholarship money is available, Advisory Board Members are required to carry a minimum of 15 credit hours per semester during their service and maintain a minimum 2.75 GPA.
- If no scholarship money is available, or Advisory Board Members choose not to participate in a scholarship, or an auxiliary position is held, a minimum of 6 credit hours per semester and a minimum 2.50 GPA are required.

Elections & Terms of Office

- Advisory Board Member elections will take place each year during Spring semester.
- Each Advisory Board and Auxiliary Member shall serve a term of one year. All positions must be made available during the election period. Existing or prior board members may re-apply each year until graduation.
- In the event that the positions do not get filled in the Spring elections, the available positions can be offered through an election process before the start of Fall semester.
- If some positions do not get filled, the Advisory Board will divide the responsibilities of those positions.
- Any officer of the Advisory Board may resign at any time by delivering a written or email notice of resignation to the President or Club Advisor. In the case of the resignation of the President, it can be delivered to the Vice-President. The resigning officer cannot return to his or her position without the approval of the remaining Board.

- When an officer position is vacated, the Board may hold elections as soon as possible to fill the vacated position, if deemed necessary. Otherwise, the Board can choose to wait until the regular Spring semester elections.
- If deemed necessary, any officer of the Advisory Board may be removed from such office by a majority vote of the Board.

NTSA Club Meeting/Activity

- The Advisory Board will host one activity per month for nontraditional students. It is the Board's responsibility to plan and execute the activity.

Feedback

- The Advisory Board will provide feedback and input, as well as solicit feedback from peers, regarding the efficacy of the Access & Diversity Center's programming in meeting the needs of nontraditional students at Utah State University.