***Constitution***

**Article I**

Name:

1. The name of the organization is BESO (Bilingual Education Student Organization).

**Article II**

Purpose of Organization:

1. The objectives of this organization are to (1) promote bilingual education, (2) gain professional development through leadership conferences and workshops and (3) unite students and communities through bilingual education.

**Article III**

Membership:

1. Membership shall include students in the College of Education interested in bilingual education that attend the University of Houston- Main Campus.
2. Attendance
   1. Attendance is encouraged at all meetings and functions. In addition, attendance will be taken at every meeting and function in order to disburse points.
   2. Our point system goes as follows: 5 points for social events, 10 points for meetings, 15 points for volunteer/fundraising events.
3. Dues
   1. Members will be required to pay a $25 dollar fee for the academic year. Dues include BESO t-shirt.

**Article IV**

Officers:

1. Officers of BESO will be elected during the Spring semester for the following the academic school year.
2. The Executive Committee consists of the President, Vice President, Treasurer, Secretary, Historian, Membership Chair, Social Chair, and Volunteer Chair.
   1. Duties of Executive Committee
      1. The President shall:
         1. Appoint the directors of all committees, with the consent of the Executive Committee.
         2. Preside over all officer meetings, general meetings, and activities.
         3. Call for a meeting of the Executive Committee in case of a special circumstance.
         4. Preside over e-mail, Facebook, and Twitter accounts.
         5. Create an official calendar, with the consent of the Executive Committee.
         6. Distribute chords.
      2. The Vice President shall:
         1. Assist the President.
         2. Preside over all meetings in the absence of the President.
         3. Take over the duties of the President, when the President’s position has been vacated.
         4. Call for elections before the term expires
         5. Preside over attendance.
         6. Ensure maintenance of BESO website.
      3. The Treasurer shall:
         1. Collect membership dues, which should be turned into the bank within 24 hours of receiving and keep proper records of payments.
         2. Be responsible for the monies of the organization and shall report the status of the account(s) at meetings.
         3. Disburse all the funds with the consent of the Executive Committee while following UH-Main Campus regulations for circumstance(s).
         4. Preside over fundraising events.
         5. Deposit money from fundraising events.
      4. The Secretary shall:
         1. Keep member information current.
         2. Record officer and general meeting minutes.
         3. Assist the Vice-President in presiding over elections and maintenance of BESO website.
         4. Create flyers for events.
      5. The Historian shall:
         1. Maintain the display board.
         2. Document events through photographs and/ or video.
         3. Make sure the documentation of events is put out on to social media (Facebook, Twitter, BESO website, etc...).
      6. The Membership Chair shall:
         1. Oversee that all members are in good academic standing.
         2. Help the Secretary in keeping member information current
      7. The Social Chair shall:
         1. Preside over all social events.
         2. Help the Treasurer in fundraising events.
      8. The Volunteer Chair shall:
         1. Preside over all volunteer events.
         2. Record volunteer hours for the organization.

**Article V**

Meetings:

1. Executive meetings:
   1. Executive Committee members shall meet at least once a month. The Executive Committee members shall determine the dates and times according to their availability.
   2. Meetings can be held with any number of officers. However, half officers must be present in order to vote on any motion. If less than half of the officers are present then the motion must be tables until half of the officers are present.
   3. Meetings can be called upon by any officer. However, all officers must be notified of the meeting.
2. General meetings:
   1. General meetings will be held every two weeks. The location, time, and date will be determined by the Executive Committee and will be announced to all members at least a week in advance.
   2. The President will preside over general meetings. If the President is unable to attend, the Vice President will preside over the meeting(s).
   3. Only members present will be allowed to vote on any motion.

**Article VI**

General Elections:

1. Eligibility
   1. The nominee for office must be a current and active member of the organization, have good academic standing (see GPA requirements).
2. Nominations
   1. A member may nominate themselves for office.
   2. The Vice President and Secretary shall determine the nomination period.
3. General Elections
   1. The Vice President will preside over the general election, with help from the Secretary. They will set a date and time for the general election.
   2. The general election should be held in the last week of April or the first week of May.
   3. The term of each officer last one academic year.