



UNLV Student Nutrition and Dietetic Association Constitution

(Last Updated Aug 2016)

ARTICLE I: NAME

The name of this organization is the University of Nevada-Las Vegas, Student Nutrition and Dietetic Association – hereafter referred to as UNLV SNDA.

ARTICLE II: PREAMBLE

The UNLV SNDA welcomes all students within the UNLV community, including, but not limited to, those seeking a bachelor's degree, master's degree, or doctoral degree. It is an organization dedicated to providing its members with leadership, networking, and volunteer opportunities, while raising awareness about nutrition and physical activity.

ARTICLE III: MEMBERSHIP

Membership to the UNLV SNDA is open throughout the year. Each membership year will begin at the start of a fall semester, and will cease at the beginning of the subsequent fall semester.

SECTION A. Qualifications of Membership

1. Submission of UNLV SNDA Membership Form and the annual dues of twenty dollars.

A. Members pay the yearly fee regardless of the date they join.

B. Payment of dues received by semester deadlines will ensure a UNLV SNDA T-shirt. T-shirts not picked up by the end of each semester will be considered UNLV SNDA property and distributed at the discretion of the board officers.

SECTION B. Classes of Membership

1. Member

A. "Member" status enables the student to receive all SNDA emails



- B. “Members” may participate in all organizational events and shared volunteer opportunities
- C. “Members” have not yet completed the minimum number of service hours for the semester.
- D. “Members” are ineligible of receiving the “Certificate of Service and Active Membership,” granted by the organization and Department Directors, for any service and participatory hours completed within the semester.
 - 1) “Members” may attend the Active Member Awards Ceremony (AMAC) but will not be awarded at the event.

2. Active Member

- A. “Active Member” status enables the student to receive all SNDA emails
- B. “Active Members” may participate in all organizational events and shared volunteer opportunities
- C. “Active Members” have completed a minimum of 8 service hours each semester in which 2 of those hours must include participation in SNDA events. The remaining 6 hours may comprise SNDA events or community service hours.
- D. “Active Members” are eligible to receive the “Certificate of Service and Active Membership,” granted by the organization and Department Directors, for meeting the required minimum of service hours each semester leading up to the Active Member Awards Ceremony (AMAC) or other designated award event.
 - 1) “Active Members” are able to participate in the Active Member Awards Ceremony (AMAC).
 - 2) Member hours will be logged and tracked by the board in the manner they deem appropriate.



3) Outstanding “Active Members” may, at the discretion of the Executive Officers, also be rewarded with other certificates of recognition during the AMAC, or other events during the semester.

4) “Members” who fail to complete the minimum service hours each semester may obtain “Active Member” status eligibility by completing any remaining hours required in the previous semester plus any hours required in the current semester prior to the Active Member Awards Ceremony (AMAC). These members must show proof that all hours have been completed in or to earn status as an “Active Member”.

ARTICLE IV: OFFICERS

SECTION A. Officer Qualifications

The UNLV SNDA Executive Officer positions will be open to all members who wish to declare themselves as candidates. The Board of Officers positions include: President, Vice President of Activities, Vice President of Communications, Treasurer, and Secretary. The elected Board of Officers will maintain their positions for one year and are expected to perform their duties, as necessary, throughout the summer and winter breaks.

SECTION B. Voting in of Officers

Every year, between April and May, the UNLV SNDA must hold an election to vote in a new board of Executive Officers. Campaigning rules and regulations will be determined by the sitting Board, as is appropriate. The voting will take place via an online, anonymous vote. Individuals running for a position on the board must win by receiving the majority vote casted by the organization’s members. All members, regardless of status, may only cast one vote per position. In the case of a tie, voting deadlines may be extended until a single candidate obtains the majority vote.

SECTION C. Duties of Officers

The general duties and responsibilities are outlined in this section. Board members are expected to perform additional duties as necessary.

1. The President will act as presiding officer, supervisor of all projects, and be the official representative of the organization. The president will lead the



organization by: delegating tasks to officers and members, serving as the organization liaison between faculty and students, presiding over all meetings, preparing the agenda for all organizational officer and member meetings, marketing the organization, and by coordinating communication between SUES, OCED and CSUN and the Division of Health Sciences.

2. The Vice President of Activities will coordinate the Internship Workshop in collaboration with UNLV SNDA President. The Vice President of Activities will also provide volunteer opportunities and speaker/topic ideas for member meetings. It will be the duty of the Vice President of Activities to spearhead planning of National Food Day (Fall) & National Nutrition Month (Spring), by creating and managing a master event timeline. The Vice President of Activities will also lead/attend event meetings pertaining to these two major events, as well as oversee chairs, and assist with committee and volunteer recruitment for the events. Lastly, the Vice President of Activities will, along with the President, serve as point of contact for Student Union Event Services.
3. The Vice President of Communications will oversee display and design responsibilities within the Department of Nutrition Sciences, update social media, maintain UNLV SNDA official website, update calendar of events, and oversee production of the UNLV SNDA Newsletter.
4. The Treasurer will create and maintain the membership list, as well as manage and approve all UNLV SNDA financial transactions.
5. The Secretary will disseminate information to the membership, maintain electronic copy of all records, handouts and forms, and take minutes for both member and officer meetings. It will also be the Secretary's duty to oversee that all Active Member mandatory hours are logged accurately, and with the utmost confidentiality.

ARTICLE V: EXECUTIVE COUNCIL

The sitting Board of Officers may appoint committees and committee chairs, as deemed necessary, to fulfill the needs of the organization each semester. These positions will be open to all members through an open application process. A member may be appointed as committee chair or committee member, with the majority vote of the Board of Officers, or with the final decision of the President.

The term for appointed committee chairs and committee members may vary between one year, or one semester, depending on what is deemed appropriate by the Board of Officers.



Article VI: QUORUM

SECTION A. Regular Meetings

The quorum for all regular meetings must consist of at least 3 Executive Officers.

SECTION B. Voting

The quorum for meetings at which voting takes place-must consist of five UNLV SNDA Officers and attending members.

All voting topics require pre-approval from the faculty advisor. This can be accomplished by providing the faculty advisor with a monthly update and projected topics to be voted upon.

Article VII: PARLIAMENTARY PROCEDURE

The schedule for meeting times and days will be determined based on the majority of responses received from members.

The parliamentary procedure includes:

- 1) Introduction to new members
 - a) Welcome new members
 - b) Introduce officers and committees
 - c) Introduce faculty/staff (if present)
- 2) President's outline for meeting
 - a) Each member will have received an electronic copy of the meeting outline no later than 24 hours prior to the meeting
 - b) Initiate meeting
- 3) Committee/Executive Council report
 - a) Progress report of ongoing activities/events
 - b) Report on future planning
- 4) Officer's report
 - a) Report on current issues (i.e. funds available)
- 5) Open Discussion
 - a) Open the floor to debate and suggestions
- 6) Conclusion



Article VIII – ORGANIZATION FUNDS

SECTION A. Minimum Balance

1. It will be the duty of the sitting Board of Officers to ensure that the UNLV SNDA bank account contains a minimum of \$1000.00 at the end of their Executive term, to be handed over to the following term and Executive Board. Officers may do so, by outlining a budget for their term prior to the beginning of the fall semester.

SECTION B. Discretionary Funds

1. The overall discretionary fund will not exceed \$400.00.
2. Discretionary funds, at a maximum of \$15.00, may be used towards gifts for guest speakers.
3. Gifts for full-time faculty and administrative staff will not exceed \$35.00 per individual. These gifts may be presented for birthdays, or in appreciation of support given to the organization as a whole.
3. Officers and membership are not required to spend the discretionary funds.

Article IX – AMENDMENTS

Amendments to the constitution must only be adopted once they have received two-thirds affirmative vote of members present. Members must be given notice of the date, time, and location at which voting will be taking place. Members must be given the opportunity to view the proposed amendments prior to the start of voting. Each article of the constitution with a proposed amendment must be voted on separately.