

**Middle Georgia State University
President's Torch Society
Constitution and Bylaws**



ARTICLE I NAME AND PURPOSE

- A. The name of this student organization shall be the President's Torch Society and the purpose of this organization shall be to engage high-achieving students across the university in leadership development through service to the campus and community.
- B. As part of leadership development, members will choose a leadership book each year to read and discuss collectively, the concepts in which members will apply to Society events and projects.
- C. This organization will support the mission of the Office of the President, Office of Student Life and Middle Georgia State University and will subscribe to the policies and procedures of the University System of Georgia and Middle Georgia State University.

ARTICLE II MEMBERSHIP

- A. Active membership is limited to regularly enrolled sophomore, junior, and senior Middle Georgia State University students who have a minimum academic load of three (3) hours during each semester of participation and a minimum cumulative GPA of 3.0 or above.
- B. Each academic year, two Presidential Interns will serve as ex officio members, two At Large members will be selected from the full University community, and one representative will be selected from each of the following:
 - a. Cochran Campus
 - b. Dublin Campus
 - c. Eastman Campus
 - d. Macon Campus
 - e. Warner Robins Campus
 - f. College of Arts & Sciences
 - g. Georgia Academy of Arts, Mathematics, Engineering & Sciences
 - h. Graduate Studies
 - i. School of Aviation
 - j. School of Business
 - k. School of Education
 - l. School of Health Sciences
 - m. School of Information Technology

- C. Membership includes a two-year commitment to the organization, with the exception of the representatives from the Georgia Academy and Graduate Studies, who may commit to one year based on program length, and the Presidential Interns whose paid positions are for one fiscal year.
- D. While active, Members will receive a \$300 book scholarship from the MGA Foundation each fall and spring (\$600 maximum per year). Ex officio members will be employed as student assistants in the Office of the President earning \$10/hour for 20 hours per week.
- E. As representatives of the University on campus and in the community, members of this organization will conduct themselves in a professional manner at all times, both in person and on social media.
- F. Membership will not be denied because of race, color, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, veteran status, citizenship status (except in those special circumstances permitted or mandated by law), or sexual orientation.

ARTICLE III OFFICERS

- A. Officers of this organization will be:
 - a. Community Outreach Chair and/or Co-Chairs;
 - b. Communications Chair and/or Co-Chairs;
 - c. Campus & Community Service Chair and/or Co-Chairs;
 - d. Secretary and/or Co-Secretaries; and
 - e. Treasurer and/or Co-Treasurers.
- B. Boards can be created to organize and manage events or projects. This can be decided by Society vote, with Advisors' approval.
- C. The duties of each officer shall be:
 - a. Duties of the **Community Outreach Chair and Co-Chair** shall be: reaches out to and/or serves as Society's point of contact for community organizations with which the university and organization partner;

- b. Duties of the **Communications Chair and Co-Chair** shall be: maintains the Society's social media presence, prepares announcements and communications, communicates important information to fellow members such as meeting/event schedules, nominees for officer elections, and opportunities for collaboration;
- c. Duties of the **Campus & Community Service Chair and Co-Chair** shall be: works to recruit volunteers for all events in which the Society participates, both on campus (such as graduation) and off campus (such as service events organized by the Community Outreach Chair and Co-Chair with partner organizations);
- d. Duties of the **Secretary and Co-Secretary** shall be: takes minutes at meetings and distributes them to members, keeps Society roster, tabulates Society votes (on book selection, officers, and new members); and
- e. Duties of the **Treasurer and Co-Treasurer** shall be: prepares and submits forms to request available university funds for Society operations, orders any materials needed to fulfill Society's goals and complete projects, organizes fundraisers as needed pursuant to RSO guidelines.
- f. All students holding an elected or appointed position of leadership and acting as an officer of this organization must be a member in good standing.
- g. Alumni of the organization are welcome to remain active and mentor members, but may not hold officer positions.
- h. Officers will be elected for one-year terms, with the option of remaining in the position for an additional year. When positions are vacated, either because an officer graduates, chooses not to renew for an additional year, or resigns for personal reasons, the position will be filled as soon as possible.
- i. Nominations for annual vacancies will be sent to the Secretary and Communications Chair two weeks before the April meeting. Nominees will accept or decline nominations the week before the April meeting and, if they accept, provide a brief statement on why they are running/should be elected. The slate of candidates, including those statements, will be compiled by the Secretary and distributed by the Communications Chair. Members will vote for the following year's officers at the April meeting.

- D. Upon receipt of a student grievance by a member or advisor, the person receiving the grievance will put it on the next meeting's agenda. At the meeting, a board will be assembled of five members chosen at random through a lottery. The board will set a date within 30 days to hear the grievance and vote on a proposed resolution. Votes will be anonymous and the outcome reported at the following meeting. Advisors will serve only as mediators, if needed, during the grievance process.

ARTICLE IV MEETINGS

- A. This organization shall meet regularly during the fall and spring semesters on the 3rd Friday of September, November, February, and April. Meetings during the summer semester will be voluntary and called as needed.
- B. Meetings will be from 10-11am on Fridays, unless time changed by a majority vote, and location will alternate between University campus locations.
- C. Fall and spring meetings are mandatory and missing two meetings will result in being removed from the organization.
- D. As members reach their Junior and Senior year, exceptions to mandatory meetings may be made by majority vote, to accommodate degree requirements such as student teaching, clinical assignments, and internships. Members seeking exceptions must have served and regularly attended meetings for at least one academic year.
- E. Meeting agendas will include:
- a. Old business;
 - b. New business;
 - c. Discussion of leadership book assignment; and
 - d. Other items as requested by members (requests should be sent to the Secretary and Communications Chair cc Advisors).
- F. Recommendations for the leadership book each year shall be sent to the Secretary, Communications Chair, and Advisors each May. A vote to select the book will be held via email in June and members will receive their copy of the book in July.
- G. At any point during the academic year, members may propose selecting a new book by motion and majority vote at a regularly scheduled meeting.

ARTICLE V FACULTY/STAFF ADVISOR

- A. The Torch Society will have two advisors, one in the Office of the President and one in the Office of Admissions.

- B. Their responsibilities will include, but not be limited to:
 - a. Engaging Torch Society members in institutional events, such as graduation;
 - b. Training first-year Torch Society members to serve as official campus tour guides to assist the Office of Admissions in recruitment efforts;
 - c. Facilitating leadership book discussions;
 - d. Creating opportunities for Torch Society members to earn Knowledge@Work experiential learning credit;
 - e. Serving as a sounding board for Society discussions and decisions;
 - f. Approving paperwork as required by Registered Student Organization (RSO) guidelines; and
 - g. Modeling effective leadership as university administrators.

ARTICLE VI REVENUE

- A. All monies collected by the Torch Society must be deposited into the organization's dues account. These deposits will be made by the Treasurer through the Business Office as soon as possible after the monies have been collected.

- B. No petty cash or slush funds will be kept by any member or advisor of this organization.

- C. The Treasurer will seek approval of all fundraisers by the Office of Student Life at least two weeks prior to the actual event and will follow all of the guidelines as outlined in the RSO handbook.

ARTICLE VII RATIFICATION

- A. This constitution is subject to the approval by the Student Government Association and the Office of Student Life.

- B. Following the approval of SGA and Student Life, the founding members of the RSO and advisor will be notified by the Office of Student Life.

ARTICLE VIII

SUMMARY OF SOCIETY REQUIREMENTS & BENEFITS

ACTIVITY	REQUIREMENT	HOURS/ YEAR	BENEFIT TO MEMBERS/MGA
MGA GRADUATION	Fall (December) and Spring (May)	12-17	Participation in most important institutional event
MGA CONVOCATION, GALA, DIGNITARY VISITS	Each Member Chooses at least One	4	Student representation at high-profile events
COMMUNITY SERVICE ACTIVITIES	Society Chooses at least One per Year	4	Engagement with surrounding community, advocacy for causes
SOCIAL GATHERINGS	One per Semester	5	Bonding
SOCIETY MEETINGS	Two per Semester (Fall and Spring)	4	Business
CAMPUS TOURS OR ASSISTING WITH RECRUITING	Three tours/hours per Semester	6	Increased enrollment (key to MGA budget, growth, reputation)
GPA REQUIREMENT	3.0	N/A	Incentive for continued academic excellence
BOOK	One per Year	Read In Preparation for Meetings	Sharing with colleagues, learning/applying new concepts
TRAINING	Tour Guide Training (Year 1) Leadership Training (Year 2)	Week Before School Starts	Marketable Skills, Experiential Learning
CAMPUS SPACE	Admissions Tour Room and Two Work Stations (Macon) Welcome Center Conference Room or Tour Room (Cochran)	During University Business Hours	Designated quiet space on two largest MGA campuses, plus storage for polos and blazers
SCHOLARSHIP	\$600 (\$300 each Spring and Fall)	N/A	Additional financial aid
KNOWLEDGE@WORK	Bronze Badge (Year 1) Silver Badge (Year 2) Gold Badge (Optional Year 3)	Training + Recruiting + Events	Recognition on academic transcript
HONOR STOLES	At Graduation	N/A	Recognition at Commencement
RECRUITING FOR NEXT CLASS	Invitations Sent in May	N/A	Choose class before summer
FIRST MEETING	September	N/A	Begin serving once settled in
FINAL MEETING	April	N/A	Meetings complete before finals
ADVISORS	University Counsel (Macon) Assistant Director of Admissions (Cochran)	Designated office hours	Two professional resources available for guidance
<i>TOTAL SERVICE HOURS PER YEAR TO EARN BOOK SCHOLARSHIP</i>			<i>35-40</i>

ARTICLE IX BYLAWS

- A. This constitution may be supplemented with bylaws which pertain to the above articles.
- B. An electronic and paper copy of any and all bylaws will be filed with the Office of Student Life.

ARTICLE X AMENDMENTS/SUPPLEMENTS

- A. A written notice will be presented to the membership of this organization at a regular meeting to amend or supplement any part of this constitution. The proposed amendment/supplement will be voted upon no sooner than the next regularly scheduled meeting and must receive 2/3 majority vote of all members in good standing.
- B. Any amendments/supplements to this constitution will then be submitted to the Office of Student Life for approval.

SIGNATURES & APPROVALS

- This constitution was submitted to the Office of Student Life on June 1, 2016 by Frances Marine Davis (University Counsel) _____ and Lindsay Britt (Assistant Director of Admissions) _____, President's Torch Society co-advisors for Academic Year 2016-17.
- This constitution was approved by SGA on _____.
- This constitution was approved by the Office of Student Life on _____.