Student Communication Studies Association Constitution

I. Name: Student Communication Studies Association

II. Student Communication Studies Association Purpose:

a.) Raise awareness within the Frostburg State University community about the importance of communication.

b.) Learn and teach theories and practices of communication.

c.) Discover and reinforce how communication is important to full participation in careers and communities.

d.) Help students network with professionals in the communication studies field.

e.) Provide service to the Frostburg community.

f.) Provide students with the opportunity to be a part of the Phi Upsilon Chapter of Lambda Pi Eta (National Communication Association’s official honor society) if they so choose and are eligible.

III. Membership Guidelines, Levels and Dues of SCSA:

A.) Membership Guidelines:

a.) Membership is open to any student in good academic standing and with an expressed interest in the communication studies discipline or any major/minor at FSU.

b.) All members are required to attend at least 50% of the events throughout the semester. (For example, SCSA has 4 events planned, it is mandatory that you attend a minimum of 2 events.) Executive board members are required to attend all meetings.

c.) All members are encouraged to use open communication with executive board members and or the advisor if they feel that the organization is not running properly or if they have any problem or concern with the organization or any of its members. Mediation will be used as needed.

d.) All members are eligible to run for a leadership position in the organization (President, Vice President, Treasurer, Secretary, Public Relations). All members may vote for group leaders.

e.) A member may be removed from the organization for non-payment of dues, for frequent absences from meetings, or for acting in a manner that is detrimental to the best interests of the association.

B.) Membership Levels:
a.) Any member of SCSA who has been an active participant for 2 semesters will be recognized and receive a gift at a Communication Studies Colloquium event to show recognition of their participation and devotion to the organization.

b.) Any graduating senior of SCSA who is in good academic standing and has been an active participant for 3 semesters will receive a chord of recognition to be worn at graduation for their participation and devotion to SCSA.

c.) Any graduating senior of SCSA who is also affiliated with Lambda Pi Eta and remains in qualifying academic standing will be given and LPH honor cord to be worn at graduation.

C.) Membership Dues:

a.) Dues shall be $5.00 per semester and are due by the second meeting of each semester.

b.) Dues help to maintain association activities and membership recognition.

c.) All members will vote to determine how SCSA funds are spent.

IV. The Executive Board Officers, Regulations, and Committees:

A.) The Executive Boards Officers:

a.) President: Serve as the official representative of the club; serve as liaison to all University offices and organizations; set agenda for the general and Executive Committee meetings.

b.) Vice-President: Assist the president in all club matters; assume president’s duties if he/she is absent or unable to perform; assist with delegation of responsibilities and event planning.

c.) Treasurer: Collect dues; assume responsibility for all association funds and keep track of membership statuses; hold updated membership list with binder and information and assist with organization of club fundraising.

d.) Secretary: Record minutes for all regular and Executive Committee meetings; share the agenda for the next executive and general meeting; keep a current membership list to use for internal SCSA communication and communication to all CMST Majors/minors.

e.) Public Relations: Lead public relations with other student organizations, current CMST majors and alumni; promote SCSA through external communication including, campus publications and social media; lead membership recruitment.

B.) Regulations:

a.) Members on the Executive board are required to attend all SCSA meetings unless they have an important reason for an absence and present the reason to another chair member and the advisor before the meeting.

b.) Executive board shall meet a minimum of once a month outside of the general membership meetings.
c.) The term of office for all officers shall be the duration of one calendar year (as possible). Elections will be held on the last meeting of the Fall Semester.

d.) An officer may be removed if he/she does not fulfill the necessary duties. Removal from office shall be by two-thirds vote of members in good standing.

C. Committees:

If membership allows, there shall be the following standing committees:

a.) Executive Committee – lead by the president and the vice president.
b.) Nominations and Elections Committee – lead by the executive board members.
c.) Fund Raising Committee – lead by the treasurer.
d.) University/Community Service Committee – lead by the public relations officer.

V. Membership Meetings:

a.) Meetings will be held a minimum of once a month for SCSA members.
b.) Members of SCSA will vote on meeting times and locations.
c.) A meeting schedule will be set at the beginning of each semester by the executive board with membership feedback.
d.) The secretary will give at least two week’s notice about upcoming meetings.

VI. Advisor: An advisor must be a full-time member of the faculty in the Communication Studies program and will be selected by majority vote of the Executive Committee. An advisor may be removed for failure to fulfill obligations, and upon two-thirds vote of the membership. The advisor may step in as needed to assist with the operations of the association or to help manage any financial or ethical dilemmas.

VII. Amendments: Amendment of this Constitution shall be by two-thirds vote of the members.

VIII. Ratification: This Constitution shall be ratified by majority vote of those members present at the first full meeting of the club.