University of Central Oklahoma

**Student Academy of Forensic Sciences**

**UCO**



**Student Academy of Forensic Science**

Constitution

(Original document: September 1997; Amended August 2003; Revised: March 2014)

**Article I**

**Name of this Organization**

The name of this organization shall be the Student Academy of Forensic Sciences and its associated abbreviation shall be SAFS. This student organization operates under the auspices of the Director, Forensic Science Institute (FSI). SAFS may be additionally referred to herein as the “Academy”, “society”, or “organization”.

**Article II**

**Purpose of this Organization**

The purpose of this society shall be to afford an opportunity for students pursuing an education in the forensic sciences at the University of Central Oklahoma to:

1. Interact in a collegial setting over the course of their formal education with fellow students, the faculty and staff of the Forensic Science Institute, and interested professionals from the range of disciplines comprising forensic science
2. Develop leadership skills with which to embark on a career as a professional forensic scientist
3. Cultivate a broad understanding of the application of the disciplines of forensic science
4. Mentor fellow members as they pursue a command of this area of science

**Article III**

**Membership in this Organization**

The membership of this student organization shall be comprised of University of Central Oklahoma students interested in the mission and activities of this society.

Membership shall be limited to those who have paid the associated membership dues. All voting members must be registered students at the University of Central Oklahoma. An active member is defined as one who has attended a majority of the society’s meetings, is current with organizational dues, and is a regular participant in Academy activities.

**Article IV**

**Officers and Committees of this Organization**

As the forensic science academic curriculum at the University of Central Oklahoma is comprised of both undergraduate and graduate programs, leadership of the Academy is distributed among these two groups of students. Society officers include a President, Vice-President, Recording Secretary, Public Relations Secretary, Treasurer, Historian, and Senator. These seven individuals constitute the society’s Executive Committee.

The members of the Executive Committee shall stand for election during the last regularly-scheduled Academy meeting of the spring semester. Candidates for all positions shall be society members in good standing and must submit an application of intent listing at a minimum the candidate’s vision and objectives for the particular post during the upcoming academic year, their own experiences relevant to the appointment they seek, as well as mention of their student career. The required applications shall be posted in a pubic venue for review by the Academy at least four (4) weeks prior to the election. Nominations may be made from the floor on the day of the election for uncontested or unfilled positions. Uncontested in this context is taken to mean that only one candidate has filed for the post by the deadline; rivals in this situation will be required to address the Academy orally at the time of the election to detail their responses to the application requirements detailed above. An unfilled position is defined as the situation in which no candidate has filed for the post by the deadline. In this instance, a single contestant can voice an interest and be voted upon without a presentation of qualifications; however, should more than one individual express a desire to compete for an unfilled post, dual presentations of credentials, as detailed above in the instance of an uncontested position, shall be engaged.

To assist in the smooth operation of the Academy, the Vice President is assisted by three committees:

1. Community Service Committee
2. Planning Committee
3. Elections Committee

Committee chairs shall be elected annually to terms coinciding with the Academy officers. Committee members shall be selected by the President from a pool of willing society members and with the concurrence of the Executive Committee.

Officers and committee chairs shall attend Society meetings and functions on a regular basis and perform their assigned duties as described below in a responsible fashion. Officers and/or committee chairs falling short of this standard, as detailed in the SAFS Guidelines and Policy document, are subject to removal via action of the Executive Committee with the concurrence the Academy membership. In order to fill such a vacancy, or in the instance of a resignation by an officer or committee chair, a special election can be called by the Executive Committee.

A policy document titled “SAFS Guidelines and Policy” accompanies this constitution and details the machinations and ancillary duties associated with the Executive Committee, society committees, the range of Academy organizational and public-service activities undertaken by the organization, and the day-to-day operations of the society.

**Article V**

**Duties of the Officers and Subcommittees of this Organization**

The duties of the President shall be:

1. To serve as spokesman for the Academy
2. To prepare meeting agendas and preside over monthly Executive Committee and society business meetings
3. To function as a visionary for the Academy, charting the course of the development and operations of the Academy as one of the leading student organizations on campus.
4. To serve as an alternate reporting entity for the Academy committees

The duties of the Vice-President shall be:

1. To serve as a secondary spokesman for the Academy
2. To preside over Academy meetings in the absence of the President
3. To plan and/or coordinate events hosted or attended by Academy members
4. To serve as the reporting individual for the Academy’s Community Service, Planning and Elections Committees.

The duties of the Recording Secretary shall be:

1. To maintain the minutes of Academy and Executive Board meetings and post to the Academy page on the FSI website topics discussed, votes taken, and decisions made at these meetings on topics of interest to members
2. To conduct all organizational correspondence not under the purview of the various subcommittees

The duties of the Public Relations Secretary shall be:

1) To coordinate announcements of the activities of the Academy to members and interested parties, this may include but is not limited to use of the Academy email, social media, OrgSync emails, Academy bulletin board, and Academy website

2) To maintain an Academy social media presence through active use of Twitter (@UCOSAFS, twitter.com/ucosafs), Facebook (facebook.com/ucosafs), as well as other social media outlets that may present themselves as useful to spreading awareness of the Academy

3) To maintain and periodically update the Academy's website (ucosafs.weebly.com) and to use this tool to keep all facets of the public relations office linked to a common source.

4) To prepare and maintain an Academy brochure that is provided to prospective members as well as those inquiring as to the mission and activities of the society.

5) To prepare and maintain the Academy bulletin board in Howell Hall with Academy information relevant to the current semester.

The duties of the Treasurer shall be:

1. To collect and disperse Academy funds as well as to maintain accurate records associated with such transactions
2. To maintain organizational and membership records
3. To prepare periodic reports to the President on the financial status of the Academy
4. To liaise with the University’s Budget Office to ensure the society’s compliance on issues related to finances
5. To work with the Senator on the preparation of the Academy budget for presentation to the University of Central Oklahoma Student Association (UCOSA) by the assigned deadline

The duties of the Historian shall be:

1. To provide narrative and photographic documentation of Academy activities
2. To compile and provide a presentation of the academic year’s Academy activities at the last business meeting of the Spring semester
3. Apply for campus grants and/or awards available to student organizations

The duties of the Senator shall be:

1. To represent the Academy in all aspects of the University’s student governing process
2. To attend and participate in UCOSA Senate meetings, reporting these activities to the Academy
3. To lead the drafting effort for the Academy budget and its presentation any UCOSA-designated entities
4. To serve in the appropriation process for USOSA dispersed funding

The particulars of the three committees are:

1. Community Service Committee:
   1. Comprised of one or more Academy members
   2. Tasked with the responsibility of assisting in coordinating Academy participation in events on campus and in the surrounding community
2. Planning Committee:
   1. Comprised of one or more Academy members
   2. Tasked with assisting the Vice President in the preparation and execution of all SAFS events
3. Elections Committee:
   1. Comprised of two or more Academy members and created three months prior to an election
   2. Responsible for receiving and posting on the Academy page on the FSI website applications of intent to run for particular offices, organization of election materials, counting the votes cast, and ensuring the integrity of the election
   3. Ideally composed of experienced members and at least one sponsor

**Article VI**

**Faculty Sponsorship**

The FSI Director, with input from the Academy’s Executive Board, shall appoint one or more faculty sponsors for the society. The role of the sponsor(s) is to oversee organization operations and advise the Academy on policy and operational matters. At least one sponsor must be present at all organized society functions other than business or Executive Board meetings.

**Article VII**

**Meetings**

Regular meetings shall be scheduled at the beginning of each academic year or semester. The day and time for such meetings will be announced to the Academy by the official communications organ for the organization which is the SAFS page of the FSI website and at least seven days in advance of the meeting day. Executive Board meetings will be held as required. Special meetings may be called by the Executive Committee. In instances requiring the taking of a vote, a quorum shall consist of fifty percent plus one of the members enjoying active status.

**Article VIII**

**Protocol**

The organization expressly agrees to abide by the rules and regulations concerning student organizations as stated in the University of Central Oklahoma Student Handbook. The guidelines governing the progress of meetings shall be the latest edition of *Robert’s Rules of Order*, unless specifically superseded by this constitution.

**Article IX**

**Organization Dues**

Membership dues shall be determined at the beginning of each academic year by the Executive Committee and shall be collected and recorded by the Treasurer. Monies collected and dispersed for the Academy shall be deposited and processed through the University Finance Office.

**Article X**

**Amendments**

All proposed amendments to this constitution and/or the associated guidelines document shall be presented to the Academy during a regular meeting and announced at least two weeks before the associated vote is taken. An amendment or guideline change must receive a quorum vote and in the instance of an amendment must be submitted in writing to and be approved by the Vice-President of Student Services before becoming effective.

**Article XI**

**Review and Revision**

This constitution and the associated guidelines document shall be reviewed by the Executive Committee and membership at least every five years for possible amendment and revision. Such an effort is subject to the same notification and reporting requirements as a constitutional amendment and requires a two-thirds vote of the active membership.