

Article I. Adult, Professional, and Community Education (APCE) Graduate Student Organization

Article II. An organization designed for graduate students in adult, professional, and community education programs to meet to discuss coursework, research collaboration opportunities, prepare for conference participation and presentation, network, and develop professionally. This organization provides members a space to discuss theories and concepts related to coursework including talking through research problems and collaborate on presentations and research projects. Additionally, students will meet to discuss conference proposals, travel arrangements, and other details related to conference participation and presentation. Furthermore, a goal of this organization is to provide professional development seminars on topics such as research analysis tips, writing for publication, getting published, working on theses and/or dissertations (including writing retreats) finding a faculty position or other career opportunities. Along with professional development workshops, another goal of this organization is to bring guest speakers from Adult Education programs at other universities to discuss their research. Finally, a long-term goal for this organization is to establish a mentoring program for new students.

Article III. N/A

Article IV. Students currently enrolled in Adult Education Master's and Adult, Professional, and Community Education Master's or doctoral programs will be eligible for membership. Once a member has paid dues and completed the new member information sheet they will be an official member of the organization.

Article V. Members who wish to participate in voting must be present for at least 50% of all meetings.

Article VI. Members will have the opportunity to collaborate with other students on research, and have an adult education social network to rely on for academic and professional endeavors. Members will be responsible for participating, in some capacity, in fundraising events and the pursuit of organizing professional development events and guest speakers.

Article VII. President, Brittany Davis - Presides over meetings, calls special meetings, approves committee chair appointees, maintains contact with organization advisor, works with organization advisor to arrange networking and professional development opportunities, represents organization to the University, recruits new members, acts as liaison between this organization and other collaborating organizations on campus, assists all executive officers, represents organization at official functions, remains fair and impartial during organization decision making processes, and provides encouragement and motivation to fellow officers and organization members.

Vice President, Amanda Young – Assumes duties of president in her/his absence, facilitates election of officers, recruits new members, remains fair and impartial during organization decision making processes, performs other duties as directed by the president, serves as parliamentarian, represents organization at official functions, and acts temporarily as secretary, treasurer, and all other positions until they are filled. In the president's absence, the vice president has total authority on all matters.

Secretary, Vacant – Obtains appropriate facilities for organization activities, keeps a record of all members (including all New Member Information Sheets), keeps a record of all activities of the organization, prepares an agenda with the president for all meetings, prepares

organization's calendar of events, keeps and distributes minutes of each meeting of the organization, maintains attendance at all meetings, and performs other duties as directed by the president.

Treasurer, Alejandro Araiza– Familiar with accounting procedures and policies, pays organization bills, serves as chair of finance committee, collects organization dues, keeps financial records of organization, prepares annual budget requests for funds, prepares and submits financial reports to members maintains financial history of the organization, provides advisor with summary of financial records at the end of the year, advises members on financial matters, prepares purchase orders, requisition forms, or supply requests, coordinates fundraising drive, coordinates solicitations, maintains an inventory of all equipment and its condition, and represents organization at official functions.

Conference Liaison, Vacant – Keep up with all matters relating to conferences with the adult education field including call for proposals (including deadlines, schedules, announcements, ect.), conferences dates and locations, research travel arrangements (flight prices, hotel rates, ect), relay professional organization student travel grants, and arrange organization meetings/events while at the conference. Such duties apply to conferences such as: AAACE, AERA, AHEA, AERC, NASPA, and SERA.

Research Coordinator and Professional Development Liaison, Peggy Everett
- Bring new and relevant adult education news and information to meetings, keep up to date on adult education news on campus, in the community and nationwide to include interests within the department, report news of interest to members at meetings, events or via e-mail, providing facts, statistics and information as needed to supplement flyers, programs or other materials. This position is responsible for matching members with common research interest in preparation for conferences, publication, and other research endeavors through activities during designated meetings. For the professional development aspect of this role, duties include: using feedback from program members, work with faculty advisor and president to organize professional development opportunities for members and keep members informed of professional development opportunities available on campus and through adult education professional organizations.

Social Media Coordinator, Reba Fuggs – Manage Facebook and Twitter with regular updates about the organization. Assist in recruiting members through social media and assist in coordinating solicitations and fundraising events. Maintain webpage (if applicable). Take photos at all events and meetings.

Fundraising Chair, Vacant - Lead all fundraising efforts, work closely with many different officers to ensure that these efforts coincide with other organization work, search for non-student funding sources like business sponsors and local grants, fill out any funding applications with the President and Treasurer and maintains correspondence necessary to receive funding, organize chapter fundraising events and initiatives, work closely with Treasurer to keep a record of all funds raised by the chapter, oversee the fundraising committee, and manage fundraising efforts, including personal fundraising pages.

Article VIII. Selection: For the first year of the organization officers will be selected by the president and vice president (co-founders of the organization). They will appoint the rest of the leadership roles. New officers will be elected by vote which will take place at the end of the academic year (May) and each year thereafter. Members interested in running for office must notify current president 14 days before election meeting, and will have an opportunity to speak at the meeting before voting takes place. Majority vote selects officers. Each officer serves one full academic year (August through July). If no other member is interested in running for a filled office, the current officer remains in the position, or the position will be vacant until an interested member comes forward and decides to run.

Removal: if a member is interested in removing an officer, they must first approach the president or vice president to file a request for removal. A vote will take place the following meeting. If an officer misses more than 50% of meetings and events, a vote will take place as to whether they are still fit to serve in their role considering their absence.

Article IX. Meetings will be held as needed during the following months: January, May, June, July, August, and December; during these months, classes do not meet regularly hence less meetings. Meetings will be held once a month during the following months: February, March, April, September, October, and November. Other meetings will be called as necessary. The first meeting of the academic year will be held within the first two weeks of classes starting. Meetings will be scheduled on a semester basis.

Article X. Dues are \$20 per year, per member. Dues will be collected every August or upon joining the organization. Dues will be used to provide refreshments at the meetings, organize social functions and networking events, provide professional development materials and reserve rooms or space on campus. Dues are subject to the control of the majority of its voting membership.

Article XI. Procedures for voting will follow Robert's Rules. Quorum: 2/3 of the members must be present for official business to be discussed or decided on.

Article XII. Committees may be established with the approval of the President and Vice President. To establish a committee, interested members must add the discussion to the agenda and seek approval from the President and Vice President thereafter.

Article XIII. Selection and replacement of the faculty or staff advisor will be discussed among officers and a unanimous decision among officers must be reached before the advisor is approached.

Article XIV. Should there be any excess funds should the organization become defunct, they will be dispersed equally to current members for the purposes of funding research or conference dues.

Article XV. Amendments to the constitution or by-laws must be discussed during an official meeting (with quorum met). After a discussion with all members, officers will make the decision to proceed with the amendment.

Article XVI. Ratification of this document can only be done by a 2/3 vote of members.