

Constitution of The Respiratory Care Student Association

Article I - Name:

The name of this organization shall be the **Respiratory Care Student Association**, herein referred to as the RCSA, at Texas State University.

Article II

Vision:

To be the most influential respiratory care student association in the nation.

Purpose:

Promoting leadership, excellence, and community service, while raising awareness of respiratory health on campus and throughout the community.

Mission:

The mission of the respiratory care association is to promote public awareness of the respiratory care profession, participate in community health promotions and educational activities, provide a student support system, and raise funds to support goals of advancing the education of students. RCSA is dedicated to developing future professionals and keeping students up-to-date on the changing world of respiratory care.

Values: (B.R.E.A.T.H.E)

- ★ B enevolence: Desire to do good to others
- ★ R espect: Show regard to others while embracing diversity
- ★ E xcellence: Take initiative to go above and beyond standard expectations
- ★ A wareness: Cultivate knowledge and expansion of the field of respiratory care
- ★ T rust: Provide solid and assured bonds amongst ourselves and the organization
- ★ H onor: Having an esteemed and principled character
- ★ E mpathy: Displaying compassion and understanding towards one another

Article III

Membership/Dues

Section I: Eligibility

All students in good standing with Texas State University shall be eligible for membership in the Respiratory Care Student Association provided they meet all the following minimum requirements: Are pursuing a degree/career in respiratory care and/or possess an overall interest in the field of respiratory care.

Section II

In order to be regarded as a regular member of the Respiratory Care Student Association with voting privileges, a student must attend and sign in at a minimum of three meetings and participate in at least one activity (volunteering, socials, etc.) per semester (fall and spring). If no “activities” are planned for a semester, students will be eligible to vote after attending three meetings.

Section III: Dues

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Dues for membership in the Respiratory Care Student Association are \$40 for the Academic year. The \$40 may be paid up-front at the beginning of the fall semester or \$20 can be paid at the beginning of the fall semester and \$20 paid at the beginning of the spring and summer semesters.

Section IV: Termination of Membership

Membership shall be terminated automatically if the member fails to pay dues on time. However, the student may contact the RCSA Treasurer or Faculty Advisor to plan for payment of dues. If a student drops out of the BSRC program or withdraws from the University, he/she will be terminated as a member of the RCSA. Moreover, if a student reapplies to the BSRC program and is accepted, then he or she is eligible for membership in the RCSA if they are in good standing with the University.

Article IV Officers

Section I : Positions

The officers of the Respiratory Care Student Association shall consist of a President, Vice-President, Secretary, Treasurer, and Historian.

Section II: Election

Officers shall be elected by fellow junior Respiratory Care Student Association members who have met the minimum voting criteria. Voting criteria consists of an RC junior student who is in good standing with the RCSA (i.e., dues paid) and good standing with the University. RC senior RCSA officers are in charge of conducting the election process; however, RC senior students do not have a vote. The faculty advisor will oversee the election and settle any disputes of the results.

Section III: Officer duties

Student organization officers are responsible for providing all aspects of leadership for the student organization and are responsible for their own actions as well as the actions of the student members during official RCSA functions. Further details of the officer duties are outlined in the section on Officer Requirements.

Officer Requirements

In summary, the officer requirements include:

- Must be a full-time enrolled Respiratory Care (RC) major at Texas State University
- Have an overall RC GPA of at least 3.25
- Be in good academic and behavioral standing (not on academic or disciplinary probation)
- Be free of any holds on University records.

RCSA officers are considered those individuals who are elected or appointed by the RCSA faculty advisor to a position. The RCSA has five officer positions:

- **President**
- **Treasurer**
- **Vice President**

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- **Secretary**
- **Historian**
- **Recruitment**

These positions are instrumental to the efficient and effective operation of the RCSA.

President

The President is the primary student contact for the student organization and the “external spokesperson” of the group who regularly interacts with the RCSA faculty advisor, the other officers, RC faculty, and University officials. They are the liaison between the student organization and the advisor and other University or community contacts. The duties for this position should be tailored as the student organization deems necessary. The responsibilities of this position tend to include but are not limited to:

- supervising all student organization meetings;
- continuous communication with the advisor and other officers;
- developing the meeting agendas and presentations;
- overseeing the process of student organization event planning;
- writing the student organization’s constitution and bylaws in collaboration with the other officers of the RCSA;
- amending the student organization’s constitution and bylaws in collaboration with the other officers of the RCSA;
- maintaining a current list of email addresses, student ID numbers, and phone numbers of the student organization officers, advisor and members;
- submitting all required paperwork for student organization renewal;
- holding a minimum of three meetings for the general membership per semester & overseeing RCSA projects during the semester; and
- submitting a semester and annual report of student organization activities.

Vice President

The Vice President should be the President’s “right hand person” and should maintain continuous contact with the President. The Vice President must be up-to-date on all student organization communication and events. The responsibilities of the Vice President include but are not limited to:

- supervising student organization meetings in the absence of the President;
- assisting the President with the oversight of the student organization including fundraising, event planning, etc.;
- maintaining a current accounting of the student organization’s financial status including income and expenses;
- scheduling locations for meetings and events; and
- coordinating student organization fundraising efforts with the Treasurer.

Treasurer

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The RCSA Treasurer manages the financial matters of the organization. The treasurer should keep the officers and members informed about the student organization's financial activities. The responsibilities of the treasurer include but are not limited to:

- monitoring the student organization's budget;
- completing all student organization purchase requests;
- tending to the status of all purchase requests;
- collecting funds (Venmo, cash, checks);
- keeping a record of all transactions, i.e., deposits, checks and adjusting entries

Secretary

The responsibilities of the student organization secretary include but are not limited to:

- taking minutes at every student organization meeting;
- verifying all student organization purchase requests;
- assisting with student organization projects where needed; and
- maintaining communication between the student organization president and individual participants (this may include emails, letters, and phone calls).
- tracks attendance at the monthly meetings

Historian

The responsibilities of the historian include but are not limited to:

- documenting RCSA events and projects with pictures and/or videos
- assisting with fundraising efforts and documenting these events on campus
- maintaining the social media accounts and posting items for events

Recruitment

The responsibilities of the recruitment officer include but are not limited to:

- Relationship management with the University
- Development and assisting with recruitment events to promote the RC program
- Promotion and branding for the RC program to increase enrollment
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Faculty Advisor

Per the University, the RCSA must have an active advisor from the RC faculty. An advisor provides the organization with continuity from year to year by sharing student organization history and assisting new officers during the transition process. The advisor is a vital link between the student organization and the University, providing guidance and offering mature judgment and experience in program development.

Article V

Selection and replacement of advisor

Section I: Advisor

The current advisor of the Respiratory Care Student Association is Professor Abbey Hudgins.

Section II: Replacing Advisor

If the above advisor resigns, the procedure for replacing the advisor will be as

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follows: First, inform the RC Department Chair that the faculty advisor has resigned or will be resigning. Then all current faculty of the Respiratory Care Department, beginning with the most tenured faculty to the newest members of faculty, will be notified and asked if they are interested in assuming the role of faculty advisor. The process will continue until a replacement is found or an advisor is appointed by the RC Department Chair.

Article VI ***Bylaws***

Section I: Bylaw Adoption Procedure

Motion a change at a meeting with a minimum of five non-officer members, the faculty advisor, and all officers. Fully discuss the implication of implementing/not implementing the change. After the discussion is completed, the motion will then be dismissed or seconded. If dismissed, the motion can be raised again at the next meeting that has the appropriate individuals present. If the motion is seconded, the motion will be voted on by verbal vote in favor or against the motion, where majority rules.

Section II: Procedure for Adopting Amendments to the Constitution

Provide a written motion at a meeting with a minimum of five non-officer members, the faculty advisor, and all officers. The written motion(s) must detail the reason for the change(s), including implications that will apply if the motion passes/is not passed. After discussing the motion, it will then be dismissed or seconded. If dismissed, the motion can be raised again at the next meeting that has the appropriate individuals present. If the motion is seconded, then the motion will be voted on by a verbal vote in favor or against the motion, where majority rules.

Section III: Risk Management

The advisor and President, at minimum, will complete risk training once a year through the Bobcat Organization Hub. The risk training information will then be presented to the organization.

Section IV: Activities Statement

All activities and functions of the organization must be legal under University, local, state, and federal laws.

Section V: Advisor Statement

Advisors are not to have control of the funds and financial records of the organization. TSUS Rules and Regulations §6.2; UPPS No. 03.01.10.

Section VI: University's Prohibition of Discrimination Policy

Texas State University is committed to an inclusive educational and work environment that provides equal opportunity and access to all qualified persons. Texas State, to the extent not in conflict with federal or state law, prohibits discrimination on the basis of race, color, national origin, age, sex, religion, disability, veterans' status, sexual orientation, gender identity, or gender expression. UPPS No. 04.04.46.

Revised September 23, 2024. This document must be submitted for review to the Department of Student Involvement every three (3) years or when changes occur.