

**S.T.A.R.S.**

# **Student Organization Constitution**

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**S**tudent  
**T**echnologists  
**A**ssociation in  
**R**adiological  
**S**ciences

# **Constitution of S.T.A.R.S.**

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## **Mission Statement**

Student Technologists Association in Radiological Sciences (S.T.A.R.S.) shall work to enhance all medical imaging programs at the University of Nevada Las Vegas by promoting networking opportunities among the students and professionals working in the medical imaging field, providing ancillary educational opportunities for students, and assisting department faculty and staff where feasible.

## **Seven Core Values**

1. **Commitment** We share a common purpose and give our personal best. We encourage fellow students to grow and we help them to do so.
2. **Leadership** We set the pace through exceeding expectations and leading by example.
3. **Integrity**: We are truthful, honest, and dependable by keeping promises we make.
4. **Accountability**: We will demonstrate willingness and obligation to accept responsibility for our actions.
5. **Teamwork**: We anticipate what must be done to assist each other, we willingly do what must be done to assist each other, and we promptly respond to all requests for assistance.
6. **Diversity**: We believe that everyone deserves an opportunity to learn and can learn; they possess knowledge, skills, and dispositions to serve as effective professionals who understand and meet the needs of a diverse society.
7. **Creativity**: We keep our minds open to new possibilities and provide an environment that encourages creative solutions.

## **Article I: Name**

The name of the organization shall be S.T.A.R.S., an acronym for Student Technologists Association in Radiological Sciences.

## **Article II: Preamble**

The purpose of S.T.A.R.S. is to unite all students in the medical imaging programs (nuclear Medicine, Ultrasound, Radiography, and Comprehensive Medical Imaging) at the University of Nevada Las Vegas. S.T.A.R.S. was formed to give students academic support, pride in the profession, and an avenue to network. S.T.A.R.S. is a student group that was developed to help, assist, and enhance students to be better professionals. Our students are a diverse group of individuals. S.T.A.R.S. helps blend the diversity of our group into a cohesive group which fosters teamwork, respect, and a mutual goal of being the best we can be.

## **Article III: Non-discrimination Clause and Student Conduct**

S.T.A.R.S. cannot unlawfully discriminate on the basis of race, age, color, religion, national origin, sexual orientation, gender, veteran status, or disability. All members will follow and adhere to the University of Nevada Las Vegas' Code of Student Conduct (See Attachment "A"). For more detailed information contact the Office of Student Conduct (OSC) at 702-895-2308, or the policy at <http://studentconduct.unlv.edu/conduct/student-conduct-code.html> .

## **Article IV: Affiliation**

S.T.A.R.S. shall operate as a registered association of CSUN at the University of Nevada Las Vegas. All policies and procedures shall be consistent with those required of organizations by CSUN. A minimum of one S.T.A.R.S. member shall attend a mandatory registration session, complete online training modules, as well as complete all steps and policies to be CSUN recognized annually (preferably for fall semester) as mandated by CSUN. For more detail information regarding Registered Student Organizations, please visit: <https://www.unlv.edu/sia/student-orgs>

## **Article V: Membership**

Membership shall be open to all University of Nevada Las Vegas undergraduate and graduate students enrolled or previously enrolled at the University of Nevada Las Vegas

### **Section I: Dues**

Membership dues shall be \$30.00 (thirty dollars) for full membership. A full membership will run from August 1<sup>st</sup> to July 31<sup>st</sup>. If a membership is received in the middle of this set period of time the full membership amount of \$30.00 (thirty dollars) will still be due.

### **Section II: Second Year Dues for Prior Year Board Members**

A second year student who served on the S.T.A.R.S. Board as an Officer shall have their second year dues waived and their standing shall be as a paid second year student.

### **Section III: Membership Benefits**

Each incoming Radiography class designs and prints the new S.T.A.R.S. t-shirts for their class. Each year, every paid member receives a S.T.A.R.S. organization t-shirt as part of their paid membership.

Students of the Radiography Program will receive a free exam board book, if the student has a paid membership for two consecutive years while in the Radiography Program. Membership dues shall be received prior to October 31<sup>st</sup> to receive the board book. If the students' first year membership was not paid, then as a second year student, they will be able to pay past dues by October 31<sup>st</sup> to receive a board book.

Students of Nuclear Medicine and Ultrasound Programs will receive a reimbursement in the amount of the current year's price of the required exam board book (this amount is subject to change year to year). Nuclear Medicine and Ultrasound students must have two years of paid membership once in their program. Nuclear Medicine and Ultrasound students must provide a receipt for the purchase of their program exam board book and/or books to the Vice President of

Finance after the second year membership dues are paid. The same date of October 31<sup>st</sup> applies to Nuclear Medicine and Ultrasound students to receive reimbursement.

## **Article VI: Officers and Elections**

### **Section I: The Officers and Board of S.T.A.R.S. shall be as followed:**

1. President
2. Administrative Assistant
3. Vice President of Communications
4. Vice President of Events
5. Vice President of Finance
6. Vice President of Fundraising
7. Vice President of Outreach
8. Vice President of Membership
9. Vice President of Multimedia
10. Vice President of Academics
11. Vice President of Public Relations
12. Student Representative (this office may be held by the Vice President of Outreach)
13. Student Representative of Ultrasound
14. Student Representative of Nuclear Medicine
15. Student Representative of CT/MRI
16. P.A.C.E. Leader (Pre-Imaging student)

See Attachment “B” for a complete description of each office and their prospective duties.

### **Section II:**

All members of S.T.A.R.S., enrolled in any imaging modality program (excluding members enrolled as pre-imaging) are eligible to run for an officer position; the only exception to this section is regarding the requirement to be eligible for the office of P.A.C.E. Leader, which is to be a pre-imaging student.

### **Section III:**

The Office of President and all Vice Presidents will be elected by the general body of S.T.A.R.S. members during the first day of class (Orientation) for the incoming new Radiography class. Notice of the election for the new year of Board Officers shall be posted on the S.T.A.R.S. online website OR bulletin board outside of the Radiography Office on the third floor of Bigelow Health Sciences (BHS) Building at the University of Nevada Las Vegas two weeks prior to the election. The election process will be administered by the current S.T.A.R.S. President. Students that are interested in holding a position on the Board will volunteer themselves or be nominated by a fellow S.T.A.R.S. member. After the office has been spoken for, there will be a vote of confirmation to that office by half plus one member present for voting.

If there is more than one person running for any given office except for the Office of President and Vice President of Finance it may be held by two persons if voted to do so, or if it is to be held by one person it must be confirmed by one more than half of the voting S.T.A.R.S. body.

The Office of President and Vice President of Finance must be held by only one person due to the nature of the position.

### **Section IV: Student Representation for Nuclear Medicine, Ultrasound and CT/MRI**

The Student Representative for Nuclear Medicine, Ultrasound and CT/MRI will be elected by the members of S.T.A.R.S. enrolled in that specific modality, or if a student volunteers it shall be approved by a vote of one more than half of the S.T.A.R.S. Board.

### **Section V: Resignation or Removal of Officer from Position on Board**

If an Officer of the S.T.A.R.S. Board so chooses to resign from his or her position on the Board it shall be presented to the entire Board or the Faculty Advisor. To fill the vacancy of an office on the S.T.A.R.S. Board it shall be addressed at the next scheduled meeting. Notice of the vacant office shall be posted on the S.T.A.R.S. website OR Bulletin Board outside of the Radiography Office on the third floor of BHS two weeks prior to a vote on a replacement election. The posting of vacancy shall serve as notice to all interested persons to contact the S.T.A.R.S. Board or Faculty Advisor to be included in the election for replacement of the Officer. A vote by one more

than half of the attending voting S.T.A.R.S. membership body shall be necessary for confirmation of the new Officer.

If an Officer of the S.T.A.R.S. Board is to be removed from his or her position, it shall be presented to the entire S.T.A.R.S. Board during a structured meeting with the attendance of the Faculty Advisor. The following steps shall be followed to initiate the removal of an Officer: 1) There shall be a motion proposed for the removal of “said” person from office, with this motion, a given reason for removal. 2) There must be a “Second” on the motion for removal of the “said” person. 3) The “said” person will have a chance to talk and/or reason their side with the entire Board as a group. This may be done immediately or for a set date, which the majority of the Board Officers approve. 4) If, the motion is “seconded” the Faculty Advisor shall administer a secret ballot for voting. The voting will be done at the time for which the majority of the Board agrees on. 5) For confirmation of removal of a “said” person from office requires  $\frac{3}{4}$  or 75% vote by all S.T.A.R.S. Board Officers. 6) If the removal of the “said” person holds the Office of President, the Administrative Assistant shall contact the Involvement Center and CSUN and advise them of the change. Until the office is filled the Administrative Assistant shall act in the capacity of Primary Contact for S.T.A.R.S. until the Office of President is filled. 7) To fill the vacancy of an office on the S.T.A.R.S. Board shall be addressed at the next scheduled meeting. Notice of the vacant office shall be posted on the S.T.A.R.S. Bulletin Board outside of the Radiography Office on the third floor of BHS two weeks prior to a vote on a replacement election. The posting of vacancy shall serve as notice to all interested persons to contact the S.T.A.R.S. Board or Faculty Advisor to be included in the election for replacement of the Officer. A vote by one more than half of the attending voting S.T.A.R.S. membership body shall be necessary for confirmation of the new Officer.

## **Article VII: Meetings**

### **Section I**

Meetings of the S.T.A.R.S. Board shall be called only by the President. In the event of an extended absence the Administrative Assistant shall have the power to call a meeting of the Board. There shall be a minimum of one meeting per month. All Board members will attend

dependent on the issues being discussed. The Board may develop ideas and/or proposals that would benefit the S.T.A.R.S. organization. Implementation of any major course of action for this organization requires approval of the general body or the full S.T.A.R.S. Board. The time of Board meetings shall be posted on the Board S.T.A.R.S. Facebook Page OR bulletin board in BHS by the Radiography Department Office not less than one week prior to the meeting.

## **Section II**

Meetings of various committees may be called at the discretion of the committee chair.

## **Section III**

Minutes of every Board meeting will be taken by the Vice President of Communications and then post pertinent information on the S.T.A.R.S. Facebook page or the S.T.A.R.S. Involvement Center website. In the event of the absence of the Vice President of Communications officer at meetings, the President will choose another Officer of the Board to take the minutes. These minutes will be placed in a file for future reference.

# **Article VIII: Financial Management**

## **Section I**

S.T.A.R.S. shall maintain a checking and a savings account at a local bank. The check book, register, and all checks shall remain in the office of the faculty advisor unless otherwise directed by the Vice President of Finance or the President. The Vice President of Finance and the President shall be signatory to the account, with one signature being required on the checks. Copies of the bank statements shall be distributed at each Board meeting and shall be available for any S.T.A.R.S. Member to review upon request.

## **Section II**

Each incoming Board shall prepare an annual budget for **their first** academic year (**fall, spring and summer semesters combined**). This budget shall be presented to the general body for approval at the **first fall general meeting of the organization**. A simple majority vote is required



to pass the budget. A quorum of the Board shall have discretionary power to obligate and spend no more than **Seventy- dollars (\$75.00)**, per incident, or unforeseen expenses that benefit or support this organization. **There shall be no money spent unless the board has discussed and approved it for any amount.** The discretionary spending is limited and must be reported to the general membership during general meetings.

### **Section III**

The sitting Board will be able to put aside money that they have raised for a specific purpose to be used at a later date. The **incoming** Board will respect the specific amount and not spend it.

## **Article IX: Rules of Order**

Robert's Rule of Order shall govern all proceedings of this organization. Proper parliamentary procedures as set forth in Robert's Rules (**See Attachment "C"**) shall be adhered to during select meetings of this organization.

## **Article X: Community Service**

S.T.A.R.S. shall participate in a minimum of one community service event on campus per semester (**fall and spring**).

## **Article XI: Voting**

Voting for all matters shall be a simple majority **by the Board** on all **simple** issues unless specifically stated otherwise in this constitution. **Any simple issues which are voted on during Board Meetings shall be disclosed in the general meetings for this organization.**

## **Article XII: Amendments to the Constitution**

This Constitution shall be amended only by three-fourths majority vote of the general body. A quorum of one more than half of the general body must cast ballots in such a vote.

**\*\*Nuclear Medicine program to end 2021, update will be needed when current class graduates**