

Freshman Forum Constitution and By-laws

Article I: Mission Statement

As representatives of Troy University's freshman class, we commit to excellence in leadership through service, enthusiasm, and Trojan Pride.

Article II: Membership

Section I: Eligibility

All incoming freshmen are eligible to apply for Freshman Forum.

Section II: Selection

The Freshman Forum shall be made up of at least fifty (50) (at the discretion of the Directors and/or Advisors) freshmen chosen in the Fall Semester by the Freshman Forum Directors. Within the first two weeks of school, 100 applicants (at the discretion of the Directors and/or Advisors) will be interviewed by the Freshman Forum Directors and selected SGA and faculty members. The Freshman Forum Directors will rank all applicants and at least fifty (50) applicants will be appointed to the Freshman Forum.

Section III: Delegate Responsibilities

Delegates of Freshman Forum serve as the body of the organization. They are responsible for representing Troy University, ultimately, and the current Freshman class.

1. Must maintain a 2.5 GPA
2. Must attend all required meetings and events
3. Must attend at least two (2) SGA meetings and any other meetings deemed mandatory by the Freshman Forum Directors
4. All members must complete all office hours assigned by the Freshman Forum Directors
5. Assist the Freshman Forum Directors in any endeavor for the advancement of the Freshman Forum association

Section IV: Revocation of Membership

1. Three unexcused absences from weekly meetings and/or mandatory functions will result in revocation of membership
2. Failing to achieve at least a 2.3 GPA at the end of Fall Semester will result in revocation of membership
3. Conduct disapproved by the Freshman Forum Directors and/or Advisors will result in revocation of membership

Article III: Offices

Section I: Officer Responsibilities

President: The President of Freshman Forum serves as the chief executive officer of Freshman Forum. The duties of the President are to:

1. Preside over the forum meetings
2. Make sure that the Freshman Forum members are executing their jobs effectively
3. Assist the Freshman Forum Directors in any endeavor for the advancement of the Freshman Forum Association
4. Oversee all aspects of the organization and maintain a detailed relationship with all executive members in order to be involved in all aspects of the happenings of the organization
5. Take action when an executive board member or Freshman Forum member is not fulfilling the requirements of his/her job description
6. The President of Freshman Forum shall have no vote except in the case of a tie.

Vice President: The duties of the Vice President of Freshman Forum are to:

1. Preside over the forum meetings in the absence of the President
2. Plan and assign office hours, and post all announcements and activities in the Freshman Forum office
3. Assist the Freshman Forum Directors in any endeavors for the advancement of the Freshman Forum Association

Treasurer: The duties of the Treasurer of Freshman Forum are to:

1. Record and organize all financial statements for the Freshman Forum
2. Format and organize budget sheets
3. Serve on the Finance Committee
4. Assist the Freshman Forum Directors in any endeavors for the advancement of the Freshman Forum Association

Secretary: The duties of the Secretary of Freshman Forum are to:

1. Take roll during every meeting
2. Record the minutes of every meeting
3. Send emails to Freshman Forum members informing them of upcoming events or meetings
4. Post minutes within twenty-four (24) hours of the forum meeting
5. Post birthdays in the Freshman Forum office and recognize them during meetings
6. Assist the Freshman Forum Directors in any endeavors for the advancement of the Freshman Forum Association

Chaplain: The duties of the Chaplain of Freshman Forum are to aid Freshman Forum members in the spiritual aspects of being a student and a leader at Troy University.

Duties also include assisting the Freshman Forum Directors in any endeavors for the advancement of the Freshman Forum Association.

Historian: The duties of the Historian of Freshman Forum are to take and keep record of pictures at all Freshman Forum events, compile pictures for end of the year banquet, and organize portrait board in front of the SGA office

Conference Directors: The duties of the Conference Directors are to plan, organize, and facilitate the yearly leadership conference. Conference Directors will be appointed by the Freshman Forum Directors

Section II: Nominations/ Elections

All officers of Freshman Forum shall be elected by a majority of Freshman Forum vote approval. Nominations and elections shall take place at the conclusion of the Student Government Association Retreat during the Fall Semester of the freshman year. Nominations are taken from the general membership.

Article IV: Committees

Section I: Procedure

The Freshman Forum Directors shall appoint all Ad Hoc committees. Each Ad Hoc committee shall appoint a chairperson for the particular committee by a majority vote approval within the committee. All committee assignments are given under the discretion of the Freshman Forum Directors.

Freshman Forum Committees include:

1. Trojan Pride and Traditions
2. Campus Involvement Committee
3. Community Service Committee
4. Publicity Committee
5. Legislative Committee

Section II: Committee Responsibilities

- The Trojan Pride and Traditions Committee is responsible for maintaining the spirit and traditions of Troy University
- The Campus Life & Involvement Committee is responsible for planning and organizing events that involve student participation on Troy University's campus.

- The Community Service Committee is responsible for planning and organizing events that get Troy University's students involved in their surrounding community.
- The Publicity Committee is responsible for the publication of events and activities sponsored by Freshman Forum.
- **The Legislative Committee is responsible for the creation and proposal of legislation for the welfare of the Freshman class**

Article V: Rules of Procedure

Section I: Meetings

- The Freshman Forum shall meet every Tuesday during the Fall and Spring semesters.
- The Freshman Forum shall have at least two (2) formal meetings each month, to be decided by the Executive Officers or the Freshman Forum Directors.
- The Freshman Forum shall not meet on the Tuesday of the week that final exams begin.
- The President of Freshman Forum shall preside over all meetings of the Freshman Forum Association except during impeachment procedures or otherwise directed by the Freshman Forum Director. In the absence of the President, the Vice President shall preside over meetings.
- All meetings of the Freshman Forum Association shall be conducted under the authority of Roberts Rules of Order, Revised.
- The Order of Business shall be:
 - Call to order
 - Prayer
 - Mission Statement
 - Adjourn to Committees
 - Committee Reports
 - Standing
 - Ad Hoc
 - Unfinished Business
 - Docket
 - New Business
 - Executive Announcements
 - Director/ Advisor Reports
 - Announcements
 - Good of the Order
 - Adjourn

Section II: Absences

- Absences will be excused for illness, death within the family, military duty, or an emergency cleared by the Freshman Forum Directors in writing by noon of the day of the said Freshman Forum meeting. Any absences other than those aforementioned will be subject to the opinion of the Freshman Forum Directors.
- Any member of the Freshman Forum who is not present during roll call will be considered absent. If that member becomes present after roll call, they will be considered tardy and will have full rights and privileges of the forum with the exception of voting rights.
- Any member of the forum will be considered tardy after the President of Freshman Forum or the Presiding Chairperson has rapped the gavel to start the meeting. Excuses for tardiness will be subject to the opinion of the Freshman Forum Directors.
- One (1) missed office hour will result in disciplinary action at the discretion of the Freshman Forum Directors.
- Two (2) missed office hours or two (2) instances of tardiness are equivalent to one unexcused absence.
- Three (3) missed office hours is equivalent to one (1) unexcused absence and will result in one (1) extra required office hour
- Any missed mandatory Freshman Forum Event or voluntary duty is considered one (1) unexcused absence

Section III: Quorum

- Two-thirds (2/3) of active Freshman Forum members shall constitute a quorum. A simple majority of votes cast is required to pass legislations, unless otherwise stipulated.
- Each Freshman Forum member has the right to discuss, question, or state a fact during debate.
- A Freshman Forum member shall gain possession of the floor after raising their hand and being recognized by the President of Freshman Forum or the Presiding Chairperson. Freshman Forum members shall stand while in possession of the floor and shall surrender the floor by retaining their seat.

Section IV: Minutes

- Minutes shall be taken during each Freshman Forum meeting by the Secretary of Freshman Forum and posted within twenty-four (24) hours of the meeting.
- Each time there is a Freshman Forum member deleted or added to the roll it shall be noted by the President of Freshman Forum or the Presiding Chairperson, and included in the minutes.

Article VI: Amendments