

*UNI Educational Technology User Group  
Constitution*



**Section I:**

The name of the organization is UNI Educational Technology User Group (eTUG)

**Section II:**

In correlation with the University of Northern Iowa's mission statement, eTUG will provide students an opportunity to learn about the growing world of educational technology. Members will learn through presentations, research and group discussion. This knowledge base will be shared with the UNI community and beyond. As a technology group, eTUG members will be available to Price Laboratory School and surrounding PreK-12 schools for additional technology support. eTUG will be a driving force for educational technology in the UNI community.

**Section III:**

The organizational offices include: President, Vice-President, Secretary/Treasurer and Webmaster. Only members in good standing may hold these offices. These officers will be elected at the beginning of each school year. One member can hold no more than one office.

**Section IV:**

Membership is open to any UNI student who attends at least two previous, consecutive meetings within the current semester. The UNI Educational Technology User Group membership cannot have more than 10% non-student members.

All meetings shall follow *Roberts Rules of Order* unless situations are superseded by this constitution.

**Section V:**

President: The president shall preside at the organizational meetings. The president shall create an annual calendar and schedule meetings at least once a month. The president shall coordinate appointments of committee chairs and assign necessary responsibilities.

Vice-President: The vice-president shall fulfill the duties of the president in the president's absence. The vice-president is responsible for ensuring that the appropriate facilities and equipment are available for the meeting.

Secretary/Treasurer: The secretary/treasurer shall record and keep minutes of all meetings,

complete necessary correspondence, and serve as parliamentarian for the organization. The Secretary/Treasurer will also be responsible for reporting all income and expenses of the organization.

Webmaster: The webmaster shall be responsible for creating, maintaining, and updating the organization's website as necessary.

**Section VI:**

This constitution shall be ratified and amended through a majority vote process. The suggested amendments must be posted to the organization's website and publicly read at regular sequential organization meetings over the period of 30 days to ensure that all members have had an opportunity to read, review and comment on the proposed changes.

The final vote must include a quorum of members. A quorum shall be identified as 60% of the organization's membership in good standing (see Section IV for the definition of membership.) Either the president or vice-president must be present during the ratification election. A majority vote (51%) will be necessary to ratify or pass any proposed amendments to this constitution or the bylaws.

**Section VII:**

The UNI Educational Technology User Group shall be financed through fundraisers, contributions and student activity fee allocations. If dues are found to be necessary, they shall be instigated through the constitutional amendment process described in Section VI.

# **By-Laws of the UNI Educational Technology User Group**

## ARTICLE I – NAME and DEFINITION

The name of this organization shall be the UNI Educational Technology User Group, hereafter referred to as eTUG.

## ARTICLE II – PURPOSE

The primary purpose of eTUG is to provide students an opportunity to learn about the growing world of educational technology. Members will learn through presentations, research and group discussion. This knowledge base will be shared with the UNI community and beyond. As a technology group, eTUG members will be available to Price Laboratory School and surrounding PreK-12 schools for additional technology support. eTUG will be a driving force for educational technology in the UNI community.

## ARTICLE III – MEMBERSHIP

Members: Membership is open to any UNI student who attends at least two previous, consecutive meetings within the current semester. The UNI Educational Technology User Group membership cannot have more than 10% non-student members.

Associates: Students who are unable to attend meetings regularly but are involved asynchronously through electronic means shall be considered associates. They do not have voting privileges.

## ARTICLE III – ELECTIONS

All elections or votes shall be taken with a quorum of the organization. A quorum shall be identified as 60% of the organization's membership in good standing (see Section IV of the for the definition of membership.)

## ARTICLE IV – MEETINGS

Meeting times shall be agreed upon by the membership on an annual basis. Based upon student schedules, meeting times will be proposed and a vote shall be taken. A quorum of members must be in attendance of this meeting and the time will be decided by majority vote.

## ARTICLE V – OFFICES AND OFFICERS

### Offices:

The organizational offices include: President, Vice-President, Secretary/Treasurer and Webmaster. These offices may only be held by members in good standing. One member can hold no more than one office.

### Election Times:

New officers shall be elected at the beginning of each school year. The elections shall be completed by September 15.

### Length of Office Terms:

Each officer shall be elected for a one-year term. Officers may run for re-election each year. There is no limit concerning the number of consecutive years a member can hold office.