

Bobcat Stream Team at Texas State University

Constitution and Bylaws

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Article I: Official Organization Name

The official name of this organization is the Bobcat Stream Team at Texas State University. The organization may also be referred to as Bobcat Stream Team at TXST or Bobcat Stream Team. The official acronym is BST.

Article II: Objectives

The objectives of the organization are:

1. To provide students with the ability to understand the importance of Texas waterways.
2. To offer students an outlet to help protect and maintain the health of Texas waterways, with a specific focus on those in the Texas State University and San Marcos community, through water quality monitoring.
3. To advance student interest by educational outreach about the importance of water resource protection.
4. To provide students with hands-on professional experience that may further their future careers.
5. To help students build necessary professional skills such as organization, leadership, teamwork, and communication.

Article III: Membership

Section 1 – All students at Texas State University who are in good standing with the university may affiliate with Bobcat Stream Team by attending general meetings and complying with all membership requirements, including paying organizational dues if applicable.

Section 2 – Upon graduation, student members will remain a larger part of the Bobcat Stream Team organization through the Texas Stream Team organization.

Section 3 – Membership to Bobcat Stream Team is available by two different means. Members known as “paid members” pay their semesterly dues (\$15 per semester – These dues are subject to change at any time). Paid members receive official membership and their dues cover the costs of a Bobcat Stream Team t-shirt and event attendance. All other non-paying members may attend Bobcat Stream Team events, but do not receive official membership.

Section 4 – Although Texas Stream Team at The Meadows Center for Water and the Environment will assist the organization as needed and able, Bobcat Stream Team is independent of the official Texas Stream Team program; therefore, student members of the organization do not become official members of Texas Stream Team, unless they become a certified citizen scientist by attending a Texas Stream Team training.

Article IV: Officers and Advisers

Section 1 – The officers of this organization are the President, Vice President, and Secretary/Treasurer, as required by the Student Organization Council at Texas State University. They are also subject to the current requirements of registered student organization officers at Texas State University. Other officer positions may be created as needed and amended to this constitution.

Section 2 – The President shall supervise and direct the business of the organization and see that it conforms to the requirements set within this constitution. The President shall have the power to delegate such functions to other officers as necessary. The President shall have the power to create committees of officers and members to further the business of the organization. The President shall also maintain regular contact with membership and perform other functions customarily associated with such a title.

Section 3 – The Vice President shall exercise the functions of the President in the absence of the President. The Vice President may be appointed to other specific duties by the President, including but not limited to marketing the organization.

Section 4 – The Secretary/Treasurer shall maintain the organization's records and finances, file an annual finance report for membership and Student Organizations Council as necessary. The Secretary/Treasurer shall take minutes at the meetings of the officers per request and the meetings of the membership. The Secretary/Treasurer shall also maintain regular contact with membership and perform other functions customarily associated with such a title.

Section 5 – The Training Assistant shall maintain the scheduling of any training that is conducted by the San Marcos River Rangers. Training Assistant will refer members to training events and promote Bobcat Stream Team meetings. Additionally, the Training Assistant will send training information to the Secretary and to the Outreach and Communications officer. The Training Assistant will also work toward their trainer certification towards the last semester before their graduation. It is the Training Assistant's duty to maintain safety measures to keep those that attend safe, to follow Risk Management guidelines set forth by Student Involvement and the Student Organization Council. All safety protocols found in Article X must be always followed during any event the Training Assistant conducts.

Section 6 – The Outreach and Communications officer shall maintain and oversee the official Bobcat Stream Team social media and website platforms, including but not limited to: Facebook, Instagram, Twitter, and www.BobcatStreamTeam.org. The Outreach and communications officer shall oversee the creation and distribution of Bobcat Stream Team posters and other miscellaneous forms of marketing/outreach as they see fit. This officer is also responsible of responding to emails regarding event inquiries, tracking event attendees, sending event information to the secretary, updating the Bobcat Stream Team calendar with community events, updating Bobcat Stream Team posters and flyers, and attending monthly officer and member meetings.

Section 7 – The Faculty and Staff Advisers of the organization shall oversee activities of the membership and make recommendations as they believe necessary. The adviser shall be charged with the duties of attending meetings when available and of providing, whenever possible, a permanent place of safekeeping for the supplies, documents, and records of the organization and its officers. The advisers are tasked with obtaining the nominations during elections (see Article V, Section 5 and 6). The organization adviser shall be reviewed annually by the members in good standing if necessary; however, the adviser may serve an unlimited number of years. The adviser role may be shared as a Co-Adviser position with another qualified faculty or staff member at Texas State.

Section 8 – All officers will have the ability to plan and schedule events.

Section 9 – Officers' terms shall begin on the date of the officer-integration meeting attended by the President, Vice President, and incoming officers. Each officer shall serve for a term of one full academic year or until their successor has been selected and qualified. If an officer graduates or is otherwise unable to complete their duties before their term is complete, a committee will form to nominate and appoint the unexpired term (see Article V, Section 2).

Section 10 – The officers collectively shall act as an executive committee and hold regular meetings in making decisions on behalf of the organization.

Article V: Elections & Voting

Section 1 – There shall be a committee consisting of the President and Vice President held at the end of each semester to nominate and appoint incoming officers. All officer positions excluding the President position (see Article V, Section 3) in November and April. All other positions will be open for nominations. If a position is already filled and there are no nominations for that position, the officer will maintain their current position.

Section 2 – If an officer must leave their position for any reason prior to the end of the semester, that position will be open for nomination and assignment as soon as possible. Additionally, open [officer positions](#) should be promoted at member and officer meetings.

Section 3 – If the President position is up for nomination, the President chosen will have to be pre-approved by the Texas Stream Team because the President will need to understand the ongoing relationships the Bobcat Stream Team has with Texas Stream Team and other entities. If Texas Stream Team does not approve of the individual nominated for the position, that individual will be removed as a nominee for the President position.

Section 4 – Officer nominees must be in good standing with the organization.

Section 5 – In preparation for the nomination and appointment of incoming officers, the President, Vice President, and any other active Bobcat Stream Team officer, will form a search committee, whose activities may include email notifications to general members, classroom, and event announcements, distribution of informational

posters, social media posts, and other forms of engagement that they deem appropriate.

Section 6 – When an applicable nominee has been identified they will be notified of their nomination by the President.

Section 7 – Any member in good standing may nominate a candidate or candidates to run for office, including themselves.

Section 8 – The appointment of new officers will be conducted by the standing officers of the organization. These officers will decide, of those nominated, who will take on the open officer positions. Officers who are leaving their positions may also help in the decision of who will take the open officer positions.

Section 9 – Once the new officer positions have been decided by the current officers, the new officers will be announced via email to all paid and non-paid members. In addition, during the next scheduled meeting the new officers will be announced and introduced by the adviser. New officers are expected to take on their position immediately if the position has already been vacated by the previous officer or at the beginning of the next semester.

Article VI: Removal from Office

Section 1 – It shall be grounds for removal from office if any officer has failed to maintain an active presence in the organization without an excuse approved by the remaining officers. An officer is considered inactive if they miss more than one meeting without communicating with the remaining officers.

Section 2 – It shall be grounds for removal of an officer if the officer has not been following rules set forth by this constitution. In addition, if Texas Stream Team feels an officer of the organization has caused or will cause harm to either establishment, an officer will be removed immediately from their officer position within the organization without any approval of an adviser or officers.

Section 3 – Upon recommendation of the President, and after giving at least seven days' notice to the officer, a vote will be held at the next regular officer meeting to remove the officer in question, and the officer will be removed if a two-thirds vote by the officer's passes.

Section 4 – A faculty or staff adviser may be removed by three-fourths of the officers of the organization.

Section 5 – An officer may leave their officer position for any reason before their term has expired; however as much of a heads up as possible should be given and the officer should attempt to find an individual that is willing to replace them. The individual may choose to accept the nomination for their name to be placed as a nominee for the interim officer election that will take place.

Article VII: Meetings

Section 1 – The organization will meet as often as necessary throughout the course of the semester. All officers must be present and sign in, and all members must sign in. A meeting refers to regularly scheduled or specially called meetings that have been publicized or announced and approved by the officers.

Section 2 – The officers shall give notice when organizational business is to be conducted at a regularly scheduled membership meeting or program at least seven days in advance by email to members who have provided email addresses and by other means of meeting notifications, including but not limited to campus bulletin boards and social media.

Section 3 – At a meeting of the officers, a quorum consisting of the majority of officers must be present to conduct business. “Electronic presence” including but not limited virtual meetings are acceptable and suitable for the constitution of a quorum.

Section 4 – At an organization membership meeting or program, a vote of a majority of the members in good standing who are present, and voting shall be sufficient to approve any measure that requires a vote, except amendments to these Bylaws.

Section 5 – [Robert’s Rules of Order](#) shall be the parliamentary authority for all matters of procedure not specifically covered by these bylaws.

Article VIII: Dues

Section 1 – Bobcat Stream Team imposes dues in order to cover the costs of water quality monitoring equipment, T-shirts, and other costs directly associated with Bobcat Stream Team events. “Paying” members must pay these dues in order to be considered in good standing with the organization.

Section 2 – Membership dues are \$30 per school year (fall, spring, and summer semester), or \$15 per semester for Fall graduates or members who join in the Spring semester, due by the end of the first month of the semester they join. After the official due date as stated by the Secretary/Treasurer, dues will be accepted on an individual basis.

Section 3 – A student who is not able to make the full payment for dues within the first month of the semester may request to split their payment or otherwise arrange a payment plan with the Secretary/Treasurer. The membership dues must be paid in full by the end of the Fall semester.

Article IX: Events

Section 1 – All events must be approved by either the President or Vice President of the organization prior to officially planning the event (i.e., presenting the event to members via email, etc.).

Section 2 – Events are described as any collection of members that have been approved by either the President or Vice-President outside of normal officer and member meetings.

Section 3 – A Sign-In sheet must be presented and signed by those members and non-members attending a Bobcat Stream Team event prior to the event taking place. Attendees must be documented for all member meetings, officer meetings, events, and trainings. Attendance sheets must be stored in the Bobcat Stream Team Share Point site and should be accessible to all officers.

Section 4 – Alcohol and/or illicit drugs of any kind is prohibited during any event approved by Bobcat Stream Team. If alcohol/drugs are present and/or consumed by any individual attending/partaking in the event, the event is no longer considered a Bobcat Stream Team event. In addition, the officer who is present at the event must make sure to inform all attendees that both alcohol and drugs are not allowed.

Section 5 – It is up to the officer(s) conducting the event to make sure all safety protocols in Article X are followed.

Article X: Event Safety Protocols

Section 1 – All approved Bobcat Stream Team events must follow these safety protocols.

Section 2 – The officer conducting the event must get preapproval from either the President or Vice President to conduct the event.

Section 3 – Alcohol will NOT be allowed at any approved event. If alcohol is present in any capacity by anyone attending and/or conducting the event, the event will no longer be considered a Bobcat Stream Team event.

Section 4 – Illicit drugs will NOT be allowed at any approved event. If drugs are present in any capacity by anyone attending and/or conducting the event, the event will no longer be considered a Bobcat Stream Team event.

Section 5 – All individuals attending an event must sign in on the Sign in sheet prior to engaging in any Bobcat Stream Team activity. It is up to the officers conducting the event to make sure sign in sheets are presented and signed by all of those in attendance at the event. The sign in sheets are located under administrative documents in the Bobcat Stream Team [Share Point site](#).

Section 6 – It is the responsibility of all officers to bring sign in sheets to Bobcat Stream Team events and to maintain these records in the Bobcat Stream Team Share Point site.

Section 7 – It is up to the officer conducting the event to decide if the members participating in the event will be able to maintain their safety. If the participant is not able to safely participate in the event, such as not having any experience kayaking during a kayaking trip, or not being able to swim, it is up to the officer in charge to let that person(s) know they cannot participate. The officer may call upon an Adviser or professor/guide present to determine how safe it will be for those individuals to participate. If at any time the officer feels the individual is in harm's way, the officer must use their better judgement and ask the person(s) to no longer participate in the event.

Section 8 – If any one of these Safety Protocols are not followed, the event will no longer be considered a Bobcat Stream Team event and the officer(s) that have not followed these protocols will immediately be stripped of their position, as per Article VI.

Article XI: Share Point

Section 1 – All officers will be given access to the Bobcat Stream Team Share Point site. It is the individual's responsibility to maintain their officer tab within the Share Point site.

Section 2 – All Advisers will be given access to the Share Point site.

Section 3 – Officers may add items to the Share Point site that is deemed applicable to their role.

Section 4 – Officers are not allowed to remove things from Share Point unless it is approved by the President and/or Vice President.

Section 5 – Officers are not allowed to alter any existing documents within Share Point unless they have approved the alterations with the President or Vice President.

Article XII: San Marcos River Foundation - River Rangers (SMRF)

Section 1 – The Training Assistant will preside over River Ranger trainings throughout the semester. It is the Training Assistant's responsibility to promote and attend these trainings. Attendance is optional for the remaining members.

Section 2 – Officers will direct members who wish to become trained Citizen Scientists to the SMRF.

Section 3 – The SMRF will be responsible for the scheduling of Citizen Scientists to conduct monitoring on the San Marcos River.

Article XIII: Audits

Section 4 – The organization shall conduct a review of its finances at least once a year. The Secretary/Treasurer shall present all relevant financial records to the officers of this organization and the adviser for review.

Section 5 – The financial records of the organization and minutes of all meetings shall be open for inspection to all members in good standing. Requests for inspection shall be made to the custodian of the records, and if practical, at the next meeting of the membership or meeting of the officers.

Article XIV: Organization Dissolution

Section 1 – If Bobcat Stream Team is to dissolve for any reason, the funds the organization has collected will be donated to the San Marcos River Foundation.

Section 2 – Any other tangible items obtained by the Bobcat Stream Team will be donated to the Texas Stream Team if dissolution of the organization occurs. It will be up to the Texas Stream Team to decide what to do with these items.

Section 3 – If the Bobcat Stream Team is to dissolve, another group/individual is able to restart the organization with the permission of the Texas Stream Team. If Texas Stream Team does not wish for the organization to be restarted for any reason, the organization must remain dissolved.

Article XV: Committees

The President is authorized to appoint such committees as he/she deems necessary.

Article XVI: Bobcat Stream Team Award for Excellence in Water Quality Citizen Science

Section 1 – The Bobcat Stream Team shall nominate a paid member for the Bobcat Stream Team Award for Excellence in Water Quality Citizen Science at either the request of the Department of Geography or by the approval of all active officers.

Section 2 – The nominee shall fulfill the following requirements (1) Be an active student at Texas State University (2) Have an active Texas Stream Team certification in water quality monitoring (3) Be involved in regular water quality monitoring or water quality improvement events and (4) Have a history of dedicated and reliable water quality monitoring.

Section 3 – Nominations for the award may be submitted by all faculty and staff of Texas State University, all Bobcat Stream Team members in good standing, and all Bobcat Stream Team partners, including but not limited to: The San Marcos River Rangers, Texas Stream Team, and the Geography Department at Texas State.

Section 4 – The winner of this award shall be selected by the current officers of Bobcat Stream Team via a **two-thirds** vote.

Section 5 – The winner of this award shall be notified via email, and a plaque, certificate, or other means of recognition shall be awarded at the applicable event or ceremony, which may or may not be hosted by Bobcat Stream Team.

Article XVII: Amendments

Section 1 – Amendments to the bylaws may be proposed at a regular meeting of the officers or by organization members in good standing.

Section 2 – To become effective, proposed amendments must receive a two-thirds vote of the organization's current officers.

Section 3 – Amendments become effective immediately unless otherwise specified.

Section 4 – Amendment changes will be applied to the constitution directly to update the previous version.

Authorized Signatures

President Signature

Date

Vice President Signature

Date

Treasurer/Secretary Signature

Date

Training Assistant 1 Signature

Date

Outreach and Communications Officer

Date

Staff Adviser Signature

Date