VITA Tax Preparation

Article I- Name and Purpose

VITA Tax Preparation has been established for the purpose of serving as an organizational structure for all student volunteers working at the UMBC VITA tax preparation site. It will be used to manage volunteers, distribute information, and make decisions pertaining to the tax preparation site. The organization will also be used to recruit additional volunteers for the tax site and seek funding to cover the site's expenses.

Article II- Scope

This organization is subject to the jurisdiction of the Student Government Association of the University of Maryland, Baltimore County, as well as to the President of the University and his/her designee.

Article III- Membership

A UMBC student can become a member of this organization by:

- Attending at least 1 meeting

Membership in this organization is open to any UMBC undergraduate student (without restriction of GPA requirement, try-outs, etc.).

Membership in this organization will not be denied because of race, color, age, sex, gender identity or expression, sexual orientation, physical or mental disability, disabled veteran or veteran status, national origin, or religion.

Article IV- Officers and Elections

a. Officers

The officers of VITA Tax Preparation shall be the President, Vice President, Treasurer, and Secretary.

The duties of the President shall include:

- chairing a committee
- managing member recruitment/retention
- overseeing all committees
- managing fundraising
- developing and managing events
- developing and managing projects
- serving as the organization's official representative for communicating with SGA and UMBC staff

The duties of the Vice President shall include:

- managing member recruitment/retention
managing fundraising
managing communication within the group
managing public relations
assuming the role of President in the event of the President's absence or incapacity

The duties of the Treasurer shall include:

- chairing a committee
- managing member recruitment/retention
- managing fundraising
- developing and managing projects
- exploring and sharing the history of the organization
- managing the organization's funds and ensuring compliance with all financial rules and guidelines

The duties of the Secretary shall include:

- managing fundraising
- managing communication within the group
- managing public relations
- developing and managing projects
- exploring and sharing the history of the organization
- recording and archiving information from meetings and activities

b. Elections

All officers shall be elected to a term of one year starting and ending on May 1st.

Elections will be held between April 15th and April 30th. In addition, in the case that a vacancy occurs in any of the elected positions identified in this Article, an election will be held to fill the position.

At least 14 days notice shall be given to all members before the annual election meeting.

Nominations shall be initiated from the floor and elections done by a ballot where the person receiving the majority of votes wins, but if no one receives a majority a runoff occurs between the two candidates with the most votes.

Officers may be removed throughout the year by a 2/3 vote of the other members present at a meeting.

Before the vote, the individual(s) proposing to remove the officer will explain the specific reasons for the proposed action, which must involve misconduct or failure to fulfill officer responsibilities, and the officer will have the opportunity to respond.

Article V- Amendments

This Constitution may be amended by a majority vote of all members present at the meeting. All amendments must be approved in accordance with Student Government Association policy before becoming legally binding.

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<th>Organization Type</th>
<th>Organization Funding Status</th>
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