CONSTITUTION OF THE BRAZILIAN STUDENTS ASSOCIATION

Article I. Name

The name of this organization shall be Brazilian Students Association, hereafter referred to as BRSA.

Article II. Mission and Goals

Section 1. Mission

The mission of the BRSA shall be to integrate and support the Brazilian community living in the Bryan/College Station area and to promote Brazil and its culture throughout Texas A&M University as well as Bryan/College Station community.

Section 2. Goals

BRSA shall strive to accomplish its mission through the following goals:

A. To help all Brazilians to adapt to the new life at Texas A&M University as well as to the Bryan/College Station community;
B. To promote and foster a better understanding of the Brazilian culture, its people, diversity and values;
C. To preserve and strengthen relationship with individuals and organizations interested in Brazil and its culture;
D. To discuss international issues related to Brazil among its membership and within Texas A&M University sponsored activities;
E. To be a facilitator of contact and feedback between the Brazilian community at Texas A&M University and Brazilian institutions.
   E.1. The financial feedback is held symbolically by the BRSA compromise to donate twenty percent of its annual net profit to a non-governmental organization hosted in Brazil or a Brazilian citizen in need that lives in the Bryan/College Station community.

Section 3. Type of activities

BRSA shall act through:

A. Participation in cultural, social and athletic events;
B. Providing basic information about life at Bryan/College Station and services available for students through web resources;
C. Promotion of events related to the Brazilian culture;

Section 4. Affiliations

BRSA is a student association at Texas A&M University and is subject only to the pertinent University regulations.
Article III. Membership

Section 1. Eligibility

Membership shall be open to anyone who accepts the mission and goals of the BRSA.

Section 2. Dues

The membership fee shall be determined by the Executive Committee in the beginning of each term.

Section 3. Membership standards

A. Members
Members shall be those who pay the membership fee for the academic year/semester under consideration. Members must pay the membership fee as either an individual or a family. If a member pays the membership fee as a family, all individuals in his/her family shall be considered as members.

A.1. Family is defined as a couple/single parent, their/his/her children under 18 years old and their/his/her economically dependent parents over 65 years old living in the same household.

B. Honorary Members
Honorary Members shall be those who are nominated, approved for and have accepted such a membership category. Honorary members shall be exempt of the membership fee. Nominees shall be any individuals who have rendered outstanding services to the BRSA. The Executive Committee shall be responsible for voting nominations which must be unanimously approved. In case an honorary member has a family as above defined in this Constitution, all his/her family shall be considered as honorary members as well.

Section 4. Member Privileges

All members have voice privileges in the General Assembly. However, only members above 16 years old have voting privileges in the General Assembly. All members have the right to nominate individuals for the honorary membership category. All members have the privilege to be elected for the Executive Committee.

Section 5. Membership Removal

The following offenses shall be subject to membership removal:

A. Failure to accept the mission and goals of the BRSA;
B. Behavior that diminishes or denigrates the image of the BRSA and/or the image of Brazil;
C. Misuse or misappropriation of funds;
D. Serious misconduct during an official event of the BRSA.

Section 6. Removal Procedures

A member of the BRSA can be removed if a formal written motion based on Article III, Section 5 of this Constitution is made by another member and turned in to the Executive Committee.

A. The reasons for removal shall be documented in writing.
B. The member under accusation shall receive a copy of the formal charges against him/her.
C. The member shall have seven days to respond in writing to the Executive Committee.
D. Both written statements shall be sent to an investigative committee composed of two members of the Executive Committee randomly chosen, two members outside the Executive Committee randomly chosen and the advisor. The parties involved, namely the accusation and the accused,
must not take place in the investigative committee. In addition to reviewing the written documents, the investigative committee shall have the right of hearing witnesses as appropriate to the case under review. The investigative committee shall provide a written decision to the Executive Committee that shall communicate the parties involved upon the decision.

Article IV. Executive Committee

Section 1. Requirements

The officers of the Executive Committee must meet the following requirements:

A. The President must be a currently enrolled student at Texas A&M University whereas all other executive officers must be affiliated with Texas A&M University as student, faculty or staff.

B. Officers who are students must have a minimum grade point ratio (GPR) as stated below and meet that minimum GPR in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office.

B.1. For undergraduate students, the minimum GPR is 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration. In one limited circumstance, summer semester hours may be applied to this provision. In order for summer coursework to qualify toward a grade point ratio prior to election/appointment, at least six credit hours must have been taken during the course of either the full or two summer session(s).

B.2. For graduate students, the minimum GPR is 3.00. In order for this provision to be met, at least four hours (half-time credits) must have been taken for the semester under consideration. In one limited circumstance, summer semester hours may be applied to this provision. In order for summer coursework to qualify toward a grade point ratio prior to election/appointment, at least four credit hours must have been taken during the course of either the full or two summer session(s) unless fewer credits are required as they complete the final stages of their degree.

C. Officers who are students must be in good standing with the university as stated below.

C.1. Undergraduate students must be enrolled at least half time (six or more credits) during their term of office (unless fewer credits are required to graduate in the spring and fall semesters).

C.2. Graduate students must be enrolled at least half time (four or more credits) during their term of office (unless fewer credits are required in the final stages of their degrees as defined by the Continuous Registration Requirement).

D. Officers who are students shall be ineligible to hold an office should they fail to maintain the requirements as prescribed in (B) and (C) above.

Section 2. Composition

The Executive Committee shall consist of the following executive officers: President, Vice President, Treasurer, and Secretary. Other officer positions may be created with the approval of the President.

Section 3. Duties of the President

The President shall:

A. Be the official spokesperson and representative of the BRSA in official events sponsored by Texas A&M University;

B. Provide direction and motivation to the BRSA in order to achieve its goals;

C. Preside over the Executive Committee and the General Assembly meetings;

D. Coordinate the annual recognition process mandated by the Department of Student Activities at Texas A&M University;

E. Coordinate and supervise all activities of the BRSA;
F. Assume fiscal responsibility for the term of office along with the Treasurer;
G. Be responsible for all official correspondences along with the Secretary;
H. Prepare the agenda of all meetings along with the Secretary;
I. Sign the minute of all meetings;
J. Create new offices as necessary in agreement with the Executive Committee;
K. Keep the members informed about BRSA activities.

**Section 4. Duties of the Vice President**

The Vice President shall:
A. Act as the President in his/her absence or resignation;
B. Assist the President in providing direction and motivation to the BRSA;
C. Assist the President in coordinating all activities of the BRSA;
D. Sign the minute of all meetings;
E. Keep the minute of all meetings and handle all official correspondences in the absence of the Secretary.

**Section 5. Duties of the Treasurer**

The Treasurer shall:
A. Assume fiscal responsibility for the term of office along with the President;
B. Coordinate preparation of the budget for the term of office;
C. Keep record of all financial transactions of the BRSA and make all necessary disbursements;
D. Collect and deposit all membership dues;
E. Write and co-sign all checks;
F. Inform any members about the budget for his/her term of office upon request.

**Section 6. Duties of the Secretary**

The Secretary shall:
A. Prepare the agenda of all meetings along with the President;
B. Keep the minute of all meetings;
C. Handle all official correspondences along with the President.

**Section 7. Officer disciplining and removal**

A. An Officer shall respond to the same process as stated in Article III, Sections 5 and 6 of this Constitution if the accusation falls into one of the cases of membership removal.
B. An Officer shall be removed if he or she fails to meet the minimal requirements stated in Article IV, Section 1.
C. An Officer shall have the right to receive a formal written copy of any accusations and to respond in writing to the investigative committee, composed of two members of the Executive Committee randomly chosen, two members outside the Executive Committee randomly chosen and the advisor. The parties involved, namely the accusation and the accused, must not take place in the investigative committee. In addition to the written documents, the committee can also hear any witnesses, if this is considered appropriate to come to a decision.
D. The investigative committee may submit the motion to the General Assembly. If necessary, the officer shall be removed by a 2/3-majority vote of the General Assembly.

**Article V. Advisor**

**Section 1. Requirements**
The advisor must be employee of the Texas A&M University as defined by the Department of Human Resources. To advise a registered organization such as the BRSA, the advisor must be a faculty member, professional or associate staff member, or graduate assistant. It is critical that
Section 2. Expectations
The advisor shall be expected to:
A. Meet with the executive officers to discuss expectations for roles and responsibilities. In order to stay connected with the BRSA, the advisor should regularly attend the Executive Committee as well as the General Assembly meetings and be available outside those meetings for advice and consultation related to the operations of the organization. Additionally, he/she should assist the Executive Committee in developing realistic goals for the term of office.
B. Perform his/her greatest service by facilitating opportunities for executive officers to exercise initiative and judgment within a proper measure of autonomy when coordinating events and activities. In keeping with this approach, the advisor should participate in event planning and attend events when possible or when identified as necessary through the planning process.

Section 3. Awareness
The advisor shall:
A. Be aware of the organization’s financial status via approval of expenditures and review of the statements he/she will regularly receive from the Student Organization Finance Center (SOFC). As a recognized student organization at Texas A&M University, BRSA is required to coordinate financial transactions with the SOFC. In addition, completion of the education process for the SOFC is required of the BRSA advisor.
B. Be aware of the University Student Rules and other institutional guidelines that establish expectations for student behavior and activities. The advisor should ensure that the Executive Committee knows where rules and guidelines are published, what the rules are, why they exist, and the consequences for choosing to operate outside their parameters. As an employee of the Texas A&M University, the advisor is expected to report all rule violations or potential violations to the appropriate university officials. He/she should be familiar with this Constitution and all other governing documents, so that he/she may advise effectively.

Section 4. Replacement
The advisor shall be replaced in case of unanimous decision of the Executive Committee. In addition, if the advisor for any reason is no longer willing and/or able to fulfill his/her responsibilities, he/she shall communicate the executive officers of such a decision. In both cases, the Executive Committee shall determine the appropriate course of action for replacing the advisor.

Article VI. Meetings

Section 1. Executive Committee
Regular meetings of the Executive Committee shall be held at least once a month. Any executive officer shall have the right to call Executive Committee meetings. All executive officers must be informed of date, time and place of the meeting at least forty eight hours in advance. All executive officers shall be required to attend all Executive Committee meetings. The Executive Committee meetings shall be open to all members although voting privileges shall be restricted to the executive officers and the advisor.

Section 2. General Assembly
The General Assembly shall be held at least once a year. The President shall call General Assembly meetings and inform all members of date, time and place at least seven days in advance. All members shall be required to attend all General Assembly meetings. The General
Assembly must be called by the President upon receipt of a formal requisition containing signatures of at least one-fourth of the BRSA members. General Assembly meetings shall be open to visitors although voting privileges shall be restricted to members above 16 years old.

Section 3. Quorum

At the time schedule for a meeting, the minimum quorum shall constitute two-thirds of the members required to attend it. If the minimum quorum is not attained at the first call, a second call shall be held thirty minutes later and the number of members present at the second call shall constitute a quorum.

Section 4. Decisions

Decisions shall be taken by simple majority of votes. The vote of each voting participant shall count as one vote. In case of ties, the vote of the President or the individual presiding over the meeting shall count double.

Article VII. Elections

Section 1. Eligibility

Any members above 16 years old shall have the right to run for a position in the Executive Committee. However, if elected, he/she must fulfill the requirements outlined under Article IV, Section 1 of this Constitution in order to hold an office.

Section 2. Procedure

Election for positions in the Executive Committee shall be held during the last month of the Spring Semester. Nominations shall be accepted any time starting at the date elections are announced. Elections must be held during a General Assembly meeting. The voting process shall be cast by open ballot and open tabulation. Decision upon the elected members shall be in accordance to the Article VI, Section 4 of this Constitution.

Section 3. Term of Office

The term of office shall be one academic year starting and ending in the last month of the spring semester.

Article VIII. Finances

All monies belonging to the BRSA shall be deposited and disbursed through a bank account established for this organization at the Student Organization Finance Center (SOFC) and/or the Fiscal Office. All funds must be deposited within twenty four hours after collection. The advisor to this organization must approve and sign all expenditures before payment.

Article IX. Amendments and Revisions

Section 1. Amendments

This Constitution may be amended at any time in the General Assembly by simple majority of votes. However, any amendments shall be subject to the approval of the Department of Student Activities at Texas A&M University.
**Section 2. Revisions**

This Constitution must be reviewed every year and resubmitted for approval of the Department of Students Activities at Texas A&M University.

**Article X. Miscellaneous**

**Section 1. Donation**

The destination of the annual donation must be unanimously approved by the Executive Committee and must be supported by the advisor.

**Section 2. Previous Constitutions**

All previous constitutions are null and void starting at the date this Constitution is approved by the General Assembly.

*Thiago Raggi*

President of the Brazilian Students Association

*Maria Claudia Alves*

Advisor of the Brazilian Students Association

*College Station, October 23, 2008.*

Date