

## Iowa State University Student Volunteer Services

### Article I: Name

The name of this organization shall be *Iowa State University Student Volunteer Services*

### Article II: Purpose and Goals

#### Section I:

The purpose of this organization is to help promote, facilitate, and unify volunteer services and organizations on campus in the spirit of education for the Iowa State University community while providing leadership opportunities in volunteering for students

#### Section II:

Iowa State University Student Volunteer Services abides by and supports established Iowa State University policies, State and Federal Laws.

#### Section III:

All decisions relative to Iowa State University Student Volunteer Services will be made without regard to race, color, age, religion, national origin, sexual orientation, gender identity, sex, marital status, disability, or status as a U.S. veteran.

### Article III: Membership

#### Section I: Membership Eligibility & Requirements

- Part 1           The ISU Student Volunteer Services shall consist of a board that contains committee officers and members.
- Part 2           Membership shall be open to all students at Iowa State University.
- Part 3           Membership shall be determined based upon an application process to be conducted by the committee members and the advisor.
- Part 4           Decisions regarding membership will be made without regard to race, color, age, religion, national origin, sexual orientation, gender identity, sex, marital status, disability, or status as a U.S. veteran.

### Article IV: Officers

#### Section 1: The offices of the ISU SVS shall consist of:

- President
- Vice President
- Secretary
- Treasurer

#### Section 2: Requirements

The committee officers must meet the following requirements:

**(a)** Have a minimum grade point ratio (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. For undergraduate students, the minimum GPA 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.

**(b)** Be in good standing with the university and enrolled: at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and at least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.

**(c)** Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b)."

### Section 3: Elections

Elections shall occur annually in the last week of March. Election of officers will require a majority vote from the general membership. If a candidate fails to receive a majority of votes, a run-off election will be held within the top two candidates that received the most votes. Members interested in becoming an officer must meet the academic requirements in Section 2.

### Section 4: Term of Office

The term of office will be one full year. The committee officers shall appoint such committees that are needed to carry out organization goals.

### Section 5: Removal of Officers

Officers may be removed from office by ½ vote of the entire board if actions are deemed inappropriate by the membership. The officer is permitted to speak before the membership about the charges made concerning his/her performance. The officer is not permitted to participate in the deliberation of the committee regarding the charges.

### Section 6: Duties

#### President

- Ultimately responsible for all actions and events of the SVS
- Organize and run meetings
- Run elections
- Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Activities Center
- Maintain communication with the advisor

#### Vice President

- Assist the president
- Attend all Story County Volunteer Center Student's in Action committee meetings and report to general membership

#### Treasurer

- Oversee all finances
- Responsible for the service fund

#### Secretary

- Responsible for recording minutes at general meetings
- Maintain student organization database

#### Advisor

- Maintain communication and meet with president regularly
- Awareness and approval of financial expenditures
- Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Activities Center

#### Story County Chair

- Responsible for updating SVS about the actions of SCVC
- Responsible for updating the SCVC about the SVS
- Coordinating publicity for SCVC at ISU

#### Special Events Chair

- Coordinate special events for the volunteering community (i.e. Africa Outreach, Give Some Warmth)

#### Campus Education Chair

- Contacting and working with ISU volunteer organizations regarding the student volunteering process.
- Develop an education program

#### Publications Chair

- Responsible for publicizing SVS events
- Responsible for maintenance and updating of the SVS website. (<http://www.stuorg.iastate.edu/volunteers/>)
- Develop a yearly volunteering brochure for campus use.

#### SVS Events Chair

- Coordinate volunteering events for the ISUSVS.

### **Article V: Finances**

"All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 24 hours after collection. The Adviser to this organization must approve and sign each expenditure before payment."

## **Article VI: Amendments and Ratification**

### Section 1: Amendments

Amendments to this constitution must be submitted in writing at a regular meeting of the organization. Said amendment(s) will be voted on at a subsequent meeting. In order to adopt the amendment, a vote of 2/3 of the general membership is necessary. Amended constitution will be submitted within 10 days to Student Activities Center for approval.

### Section 2: Ratification:

This constitution shall become effective upon approval by a 2/3 vote of the membership. Ratified constitutions must be submitted to Student Activities Center with in 10 days for final approval.