Sorority and Fraternity Alternative Spring Break of Iowa State University

Constitution

**Article I**

**Name**

The name of the organization will be the Sorority and Fraternity Alternative Spring Break at Iowa State University.

**Article II**

**Purpose**

To provide a service-based Spring Break experience highlighting the Sorority and Fraternity community’s cornerstones of leadership, service, and friendship to current students within the Iowa State University Sorority and Fraternity Community.

**Article III**

**Statement of Compliance**

Section 1. Sorority and Fraternity Alternative Spring Break abides by and supports established Iowa State University policies, State and Federal Laws, and follows local ordinances and regulations.

Section 2. Sorority and Fraternity Alternative Spring Break agrees to annually complete President’s Training, Treasurer’s Training, and Adviser Training (if required).

**Article IV**

**Non-Discrimination Statement**

Section 1. Iowa State University and the Sorority and Fraternity Alternative Spring Break do not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a U.S. Veteran.

**Article V**

**Membership**

Section 1. Members shall be chosen from those classified as “New Members” or “Active Members” within the Iowa State University Sorority and Fraternity Community.

Section 2. Membership will be limited to twenty (20) individuals.

Section 3. To be selected, members must complete an application and interview process.

Section 4. Members will be selected from the candidate pool at the discretion of the Adviser and Site Leader.

Section 5. Membership dues will not be collected. However, members are expected to pay a portion of the trip expenses as outlined in Article IX.

Section 6. Membership entitles each individual to one vote.

Section 7. Members shall maintain a minimum cumulative GPA of a 2.5 to participate in the Sorority and Fraternity Alternative Spring Break program. If not met, a course of action will be devised at the discretion of the Adviser and Site Leader.

**Article VI**

**Risk Management**

Section 1. The Sorority and Fraternity Alternative Break Risk Management officer role will be filled by the Site Leader. Their duties will include, but will not be limited to

(a) Helping minimize potential risks for club activities,

(b) Recommending risk management policies or procedures to Sorority and Fraternity Alternative Spring Break,

(c) Submitting documentation to ISU’s Risk Management Office,

(d) Ensuring that Iowa State University policies are followed at all of the organization’s events, and

(e) Ensuring that proper waivers and background checks are on file with Risk Management for events (if applicable).

Section 2. The use of any alcohol or drugs is strictly prohibited at any Sorority and Fraternity Alternative Spring Break meetings or sponsored events.

**Article VII**

**Officers**

Section 1. The officers of this organization must meet the following requirements

(a) Be in good standing with the university and enrolled at least half time (six or more credit hours for undergraduate students; four or more credits for graduate students) unless fewer credits are required to graduate in the spring and fall semesters during their term of office.

(b) Have a minimum cumulative grade point average (GPA) of 2.5 and meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment, and the semesters during their term of office. In order for this provision to be met, at least half-time status (six or more credit hours for undergraduate students; four or more credits for graduate students) must have been taken for the semester under consideration.

(c) Failure to maintain the requirements prescribed in (a) and (b) above will deem a candidate ineligible to hold an office.

Section 2. The following officer positions will be represented on the Sorority and Fraternity Alternative Spring Break team: President (known as the Site Leader), Treasurer, Community Outreach, and Public Relations.

Section 3. Duties of the officers will be as follows:

1. Site Leader
2. Work with the organization Adviser to lead all meetings.
3. Work with the organization Adviser to develop an initial fundraiser, which will be held in late January or early February.
4. Compile a newsletter to distribute to the Greek Alumni Alliance and all entities supported through the Office of Greek Affairs after the trip takes place.
5. Assume Risk Management roles as outlined in Article VI.
6. Assume all tasks as needed on a semester basis.

(b) Treasurer

1. Develop, update, and distribute a budget for the event.
2. Maintain updates on trip pricing.
3. Collect deposits and further payments from all members.
4. Collaborate with executive team for fundraising events.

(c) Community Outreach Chair

 i. Create and distribute social media content to governing bodies to post on their accounts.

 ii. Manage and update all social media outlets, including, but not limited to: Facebook, Twitter, Instagram, and Youtube.

 iii. Collaborate with executive team for fundraising events.

(d) Public Relations Chair

i. Manage the organization’s blog.

 ii. Collect and compile photo/video for the final video to be used as documentation and promotion.

 iii. Collaborate with executive team for fundraising events.

 iv. Take attendance at each meeting.

v. Take and distribute meeting minutes to all participants within 24 hours of a general meeting.

Section 4 The Site Leader, Treasurer, Community Outreach, and Public Relations will be chosen through an application and interview process by the first of October. The interview will lead by the Adviser and the candidates will be selected by the Adviser.

Section 5. The term of office will be from appointment to the end of the Spring semester. All officers shall comprise the Executive Team of the organization and compile a transition binder for the incoming executive team.

Section 6. Should any officer fail in their duties, neglect to maintain the requirements of their office, fail to keep to the code of conduct, or should the Site Leader, Adviser, or Director of Sorority and Fraternity Engagement believe any officer is unfit for their position, the officer in question may be asked to step down from their position.

Section 7. Officer vacancies shall be filled by reopening the election process from a pool of current members. Site Leader vacancies may be filled by current Executive Board team members or current members.

**Article VIII**

**Adviser**

Section 1. The Adviser shall be a graduate assistant (from the Office of Sorority and Fraternity Engagement or a practicum student) selected by the Assistant Dean of Students and Director of Sorority and Fraternity Engagement prior to the fall semester and the Assistant Dean of Students and Director of Sorority and Fraternity Engagement.

Section 2. The Adviser will serve a term of two consecutive semesters, starting with the fall semester.

Section 3. The duties of the Adviser will consist of offering guidance in the development of meetings and the event to ensure growth of members in the aspect of leadership, philanthropy, service, and friendship. The Adviser shall also serve as a liaison between Sorority and Fraternity Alternative Spring Break and the Office of Sorority and Fraternity Engagement and Iowa State University, and maintain an active transition of members.

Section 4. The Adviser can be removed from position by and at the discretion of the Assistant Dean of Students and Director of Sorority and Fraternity Engagement. The removed Adviser will then be replaced by the Assistant Dean of Students and Director of Sorority and Fraternity Engagement.

**Article IX**

**Finances**

Section 1. All monies belonging to this organization shall be deposited and disburse through a bank account established for this organization at the Campus Organization Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office).

Section 2. All funds must be deposited within 48 hours after collection.

Section 3. The Adviser to this organization must approve and sign each expenditure before payment.

Section 4. Monies can be collected through donations, fundraisers, and member (check or U-Bill) payments.

Section 5. Each member of the Sorority and Fraternity Alternative Spring Break will have to pay a minimum non-refundable deposit of $50 for the trip by a date selected by the executive team.

Section 6. Policy for refunds in the case of a member no longer attending the trip will be announced by executive team by no later than the first general meeting of the spring semester.

Section 7. Remaining funds not raised by the last day of February prior to the trip will be divided among the members.

**Article X**

**Amendments and Ratifications**

Section 1. Amendments to this constitution will be presented in writing to all members of the Sorority and Fraternity Alternative Spring Break at a regular meeting and may be voted upon at that meeting. A three-fourths vote of quorum will be required for adoption.

Section 2. Amended or ratified constitutions will be submitted to the Student Activities Center for approval within ten days.