

The Constitution of Campus Service Council

Iowa State University

Article I - Name

The name of this organization shall be Campus Service Council.

Article II - Purpose and Goals

Section I

Campus Service Council strives to be the connection between volunteer organizations in Story County and Iowa State University students. Campus Service Council's goal is to provide volunteering opportunities for students and to make these opportunities well known throughout the community.

Section II

Campus Service Council abides by and supports established Iowa State University policies, as well as State and Federal Laws.

Article III - Compliance

Section I

Campus Service Council abides by and supports Iowa State University policies, State and Federal Laws, and follows local ordinances and regulations. Campus Service Council agrees to annually complete President's Training, Treasurer's Training, Advisor's Training, and Van Training (if required).

Article IV - Membership

Section I

All members of the Campus Service Council Ambassador team must: attend Campus Service Day each semester, attend at least one meeting per month, attend other service events and retreats as scheduled, and maintain communication with the executive team.

Article V - Officers

Section I

Officers must meet the following requirements:

- A. Have a minimum cumulative grade point average (GPA) 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, graduate, and professional 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 II

The executive directors of Campus Service Council will consist of a President, Vice President, Administrative Director, Treasurer, Events Director, Marketing & Recruitment Director, two Co-Outreach Directors.

Section III

Officers will be selected annually during the spring semester of the academic year through a fair and accessible application and interview process that includes selection by the previous year's President, Vice President and Adviser(s). A vacant position shall be filled through continuing recruitment from existing Ambassadors; and if not filled, the duties of the officer will be distributed amongst the existing council members.

Section IV

Removal from office shall result from non-fulfillment of responsibilities as described in Article III and in Article V Section 6, misusing their status to their own personal gain or using inappropriate language or language that is discriminating. More inappropriate behavior can be voted on by a majority vote of all directors. A 3/4 vote of all directors is required to remove an officer.

Section V

Terms of office shall be the beginning of April through the end of April of the following year.

Section VI

The duties of all directors are outlined as follows:

- All directors are equal partners in directing the activities of Campus Service Council, including outreach to the Iowa State University community through educational presentations and volunteering promotions.
- **President & Vice President:**
 - Acts as a primary resource for other executive directors by developing, assisting, and holding them accountable.
 - Coordinate weekly executive council meetings and ambassador meetings as needed.
 - Organize retreats, socials, and trainings.
 - Collaborate with and oversee communication and outreach with other service organizations.
 - Act as Risk Management Officer
 - Recommend risk management policies or procedures to Campus Service Council
 - Submit documentation to ISU's Risk Management Office
 - Ensure that Risk Management procedures are implemented at all of the organization's events
 - Assist with operational activities of the organization as needed.
 - Organize and conduct interviews for new executive council members and ambassadors; oversee recruitment of new members.
- **Administrative and Volunteer Director**
 - Perform basic secretarial duties such as: overseeing StuOrg website updates and design; Tracking weekly executive office hours; Track total volunteer hours for Campus Service Day and all other volunteer events throughout the semester.
 - Create and update VCSC volunteer portal for Campus Service Day.
 - Communicate with volunteers regarding their sign-up for Campus Service Day.
 - Coordinate additional volunteer opportunities throughout the semester (drop in and serve, ISU Afterdark, Winterfest)
 - Assist with operational activities of the organization as needed.
 - Oversee Campus Service Crew Ambassadors as needed
- **Finance Director (Treasurer)**
 - Maintain the organization's budget
 - Complete Purchasing Card and other treasurer trainings
 - Seek funding and write proposals
 - Annual student government allocation and Campus Service Day event funding
 - Organize fundraisers

- Assist with operational activities of the organization as needed
- **Marketing & Recruitment Director**
 - Create and distribute all advertisements and designs
 - Maintain Campus Service Council's social media accounts
 - Create and maintain relationships with other student organizations
 - Contact and recruit other organizations' involvement in Campus Service Council
 - Work with all directors to promote events, meetings, or other entities in need of marketing within Campus Service Council
 - Facilitates involvement of students and student organizations in Campus Service Council events
 - Communicates directly with Greek councils and student organization leaders
 - Seeks out marketing and advertising opportunities to inform the student body about Campus Service Council events
 - Assist with operational activities of the organization as needed
- **Outreach Director(s)**
 - Work directly with the Volunteer Center of Story County and their opportunities. Upload and create signups on the VCSC portal once projects have been confirmed.
 - Reach out to partner organizations for Campus Service Day, Drop In and Serve and other volunteering events. Serve as the primary point of contact for the partner organizations. Send reminders about events with a final number of student volunteers and send thank you notes/emails after events.
 - Assist with operational activities of the organization as needed.
 - Work with local organizations to coordinate volunteer projects for Iowa State Students.
 - Remind student volunteers about the volunteer project(s) they have signed up for prior to the event.
- **Events Director**
 - Reserve rooms and venue for Campus Service Day
 - Complete event authorization process for all events and attend Event Authorization Committee meetings as necessary
 - Assist with coordinating Drop-In-and-Serve events including room reservation and communicating with partners.
 - Collaborate with the Event Management office for all room reservation and other event-related needs
 - Assist with operational activities of the organization as needed

- **Advisor(s):**

- The advisor shall be the Student Activities Center Service Learning and Student Organizations Coordinator or as appointed by the Director of Student Activities.
- The Student Activities Center Service Learning and Student Organizations Coordinator will remain advisor as long as they are employed.
- The directors may impeach the advisor with a 3/4 majority vote.
- The Director of Student Activities reserves the right to mediate or appoint a new advisor in cases of advisor discrepancy.
- Provides guidance and information.
- Meets regularly with executive directors.

Article VI - Finances

Section I

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 48 hours after collection. The Advisor to this organization must approve and sign each expenditure before payment.

Section II

No dues are required by staff members or volunteers.

Section III

The Finance Director is responsible for the financial affairs of the organization.

Section IV

Upon dissolution, state money and mandatory student fees revert back to the granting organization. Group fees should be divided as stated in the constitution and carried out by the dissolving group's members and officers.

Article VII - Amendments and Ratification

Section I

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 majority vote by all members present at the

Latest Changes: 1/23/2020

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general meeting passes. Amended constitution will be submitted within 10 days to Student Activities Center for approval.

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

Article VIII - Bylaws

Section I

Campus Service Council will be advised by the Service Learning and Student Organizations Coordinator employed by the Student Activities Center.

Section II

Executive meetings will be held weekly at a time determined by the availability of the officers.

Section III

Meetings of the Campus Service Council Ambassadors will occur once a month for all committee members, directors, and advisors to meet in one location in place of an executive meeting.

Section IV

Attendance at weekly executive meetings is mandatory for all executive team members. Absence from a weekly meetings is subject to approval if notice is given at least 24 hours prior to the meeting--extenuating circumstances will be automatically approved.

Article IX - Non-Discrimination Statement

Campus Service Council does not discriminate on the basis of race, ethnicity, sex, pregnancy, color, religion, national origin, physical or mental disability, age, marital status, sexual orientation, gender identity, genetic information, or status as a U.S. veteran. Membership shall be open to all registered students at Iowa State University in good standing.