

The Constitution of CyServe Council

Iowa State University

Article I - Name

The name of this organization shall be CyServe Council.

Article II - Purpose and Goals

Section I

CyServe Council strives to be a connection between community organizations and passionate Iowa State students who are dedicated to volunteer service in the Ames community and beyond.

Section II

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

Article III - Compliance

Section I

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

Article IV - Membership

Section I

CyServe 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.

Section II

All members of the CyServe Ambassadors must: attend CyServe Day each semester; attend monthly meetings; 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 CyServe Council will consist of two Co-Directors, Administrative Director, Finance Director, Marketing Director, Events Director, Recruitment Director, Volunteer Outreach Director, and Community Outreach Director.

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 leadership and adviser. A vacant office shall be filled through a Co-Director appointment with majority director approval.

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 officers (directors) are outlined as follows:

- All officers are equal partners in directing the activities of CyServe Council, including outreach to the Iowa State University community through educational presentations and volunteering promotions.
- Co-Directors:
 - Act as a primary resource for other executive directors by developing, assisting, and holding them accountable
 - Coordinate weekly executive director meetings and monthly CyServe Ambassadors meetings
 - Organize retreats, socials, and trainings
 - Coordinate and lead CyServe Volunteer Council Meeting, made up of other campus volunteer organizations
 - Act as Risk Management Officer
 - Recommend risk management policies or procedures to CyServe 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
- Administrative Director
 - Oversee website updates and design
 - Record and report meeting minutes
 - Update volunteering opportunities on the Volunteer Center of Story County database
 - Record volunteer hours within the Volunteer Center of Story County database
 - Attend and record minutes at Volunteer Council
 - Work collaboratively with the Marketing Director to create and distribute newsletters
 - Assist with operational activities of the organization as needed

- Finance Director (Treasurer)
 - Maintain the organization's budget
 - Complete Purchasing Card and other treasurer trainings
 - Seek and write grants
 - Organize fundraisers
 - Assist with operational activities of the organization as needed
- Marketing Director
 - Create and distribute all advertisements and designs
 - Maintain CyServe Council's social media accounts
 - Create and maintain relationships with other student organizations
 - Work with all directors to promote events, meetings, or other entities in need of marketing within CyServe Council
 - Work collaboratively with the Administrative Director to create and distribute newsletters
 - Assist with operational activities of the organization as needed
- Volunteer Outreach Director
 - Oversee CyServe Ambassadors as needed
 - Responsible for coordinating volunteering events for Iowa State student organizations, students, and other entities
 - Serve as the primary point of contact for CyServe Day volunteers
 - Assist with operational activities of the organization as needed
- Community Outreach Director
 - Work directly with the Volunteer Center of Story County and their opportunities
 - Identify and communicate with partner organizations for CyServe Day, Drop In and Serve, and other volunteering events
 - Assist with operational activities of the organization as needed
- Events Director
 - Coordinate one large volunteering event (per semester) for Iowa State students called CyServe Day
 - Coordinate three Drop In and Serve events per semester
 - Collaborate with the Event Management office for all room reservation and other event-related needs
 - Assist with operational activities of the organization as needed
- Recruitment Director
 - Facilitates involvement of students and student organizations in CyServe Council events
 - Communicates directly with Greek councils and student organization leaders
 - Seeks out marketing and advertising opportunities to inform the student body about CyServe Council events
- Advisor(s):
 - The advisor shall be the Student Activities Center Leadership and Service Coordinator or as appointed by the Director of Student Activities.
 - The Leadership and Service Coordinator will remain advisor as long as he/she is employed.
 - The directors may impeach the advisor with a $\frac{3}{4}$ 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 general meeting passes. Amended constitution will be submitted within 10 days to Student Activities Center for approval.

Section II

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

CyServe Council will be advised by the Leadership and Service 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 CyServe 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.