S.V.C. Leadership Constitution

Article I.

Name of the Organization

The name of this organization shall be Student Volunteer Connection (S.V.C.) located at Texas A&M University-Corpus Christi. The organization may also refer to itself as S.V.C., S.V.C. shall consist of service learning activities, leadership building and the Alternative Spring Break (ASB) program.

Article II.

Mission

S.V.C. is a student run organization formed to minister students with their civic engagement and leadership development. The mission of S.V.C. shall be to engage students in experiences that address human and community needs, all while providing students with opportunities to develop and enhance a personal philosophy of leadership.

Article III.

Officers

Section 1

Titles and Duties of the S.V.C. Executive Board

1. President
   a. Articulate a mission of S.V.C.
   b. Develop meeting agendas with advisor and the Vice President
   c. Set meeting dates and times with input from advisor and members
   d. Set and fulfill 6 weekly office hours.
   e. Preside over general meetings
   f. Shall be available for possible work over the summer
   g. Ensure all officers are performing their duties as defined in the Constitution
   h. Meet with the Advisor weekly to discuss the progress of S.V.C.
   i. Work in a timely and efficient manner to meet all deadlines
   j. Must attend planned events as designated by the Executive Board
   k. Shall promote service learning and leadership development among S.V.C. members.
1. Attend one ASB site leader (if applicable) meeting a month

2. Vice-President
   a. Preside over meetings in the absence of the President
   b. Research community service events for the organization and keep track of all events in which S.V.C. members participate
   c. Must be present at ALL recruiting events as designated by the Executive Board (Island Days, Orientations etc.)
   d. Plan recruitment and retention activities with input of Advisor and Executive Board during Fall and Spring semesters
   e. Update members on fulfillment of their requirements once a month
   f. Plan the S.V.C. retreat with input of Advisor and Executive Board
   g. Must attend planned events as designated by the Executive Board
   h. Shall promote service learning and leadership development among S.V.C. members.
   i. Notify members about probationary requirements

3. Secretary
   a. Keep an updated phone and email list of current members
   b. Keep an updated list of members’ birthdays
   c. Ensure S.V.C. members record their service hours and developmental workshops using Orgsync.
   d. Takes minutes at every meeting and report post meeting minutes to Orgsync
   e. Responsible for updating S.V.C. calendar.
   f. Must attend planned events as designated by the Executive Board

4. Public Relations
   a. Create and update marketing material for S.V.C.
   b. Aid in marketing materials for ALL S.V.C. events
   c. Assist event chairs with marketing timelines and materials for designated events
   d. Work with department’s webmaster to keep website updated
   e. Maintain all social media sites.
   f. Must attend planned events as designated by the Executive Board

5. Historian
   a. Take pictures at various S.V.C. events
   b. Upload and organize pictures onto the S.V.C. computer
   c. Keep an updated scrapbook of S.V.C. events and service project
   d. Update tri-fold board
   e. Responsible for development and completion of End-of-Year slideshow
   f. Must attend all planned events as designated by the Executive Board

6. S.V.C. Advisor
   a. The immediate advisor of S.V.C. shall be a staff member of University Center & Student Activities Department.
   b. Shall be responsible for assisting in the budgeting, marketing, planning, and evaluation of the progress of S.V.C.
   c. Collaborate with the members to set direction, vision, and goals for S.V.C. each year, reviewing them monthly.
d. Meet weekly with officers
e. Attend all general meetings
f. Provide formal and informal training to officers and members on
   inter/personal skills (communication, delegation, conflict resolution, etc.),
   event planning, and marketing
g. Oversee all expenditures of the S.V.C. account

Section 2

Eligibility

All officers of S.V.C. Executive Board shall possess at least the minimum requirements
to serve in a leadership position. These requirements include the following:
   a. During fall and spring semesters, be currently enrolled as a student activity
      fee-paying half-time student (currently defined as at least six (9) credit hours
      as an undergraduate degree-seeking student).
   b. Have a minimum cumulative grade point average of 2.5 while enrolled at
      TAMUCC.
   c. Maintain satisfactory academic progress as defined in the current
      Undergraduate or Graduate Catalog of TAMUCC.
   d. Be in good academic and disciplinary standing, as defined by Student
      Engagement and Success.
   e. Be free of any holds on University records.
   f. Be an active member of S.V.C. for at least one year prior.

Article IV.

Membership

Section 1

Eligibility

Students will not be discriminated against based on race, gender, religion, national origin,
sexual orientation or ethnicity.

Membership in this organization is open to enrolled students at TAMUCC that adhere to the
following requirements. All members are free to leave and disassociate without fear of
retribution, retaliation, or harassment. Open to all students of TAMUCC meeting specific
requirements set forth in this constitution for each program.
Section 2

Good Standing

All members of S.V.C. must fulfill the following in order to be considered in good standing with the organization, including other designated requirements set forth by the constitution.

Article V.

Advanced Leadership Award

The Advanced Leader Award is a leadership award given to a member of S.V.C. that exudes the mission and purpose of the organization. This individual will receive___________.

Requirements for the ALA
1. Must be a member of EDGE Leadership for at least 1 year and must be a current active member
2. Must submit verification of a 3.0 GPA
3. Must have at least a 80% attendance record for all EDGE events
4. Must attend all EDGE meetings
5. Must be involved and hold a leadership position in another recognized student organization at TAMUCC
   a. Provide verification by written letter from organization’s President and Advisor
6. Fulfill a minimum of 5 community service hours outside from S.V.C. events.

Article VI.

Meetings

Section 1

The organization shall hold regular meetings during the academic term except when holidays, examination periods or other events make meetings impractical. Organization meeting day / time will be determined in the beginning of each semester by a ¾ vote of the general membership. Attendance at organization meetings is expected. If a member must miss a meeting, correspondence with the secretary is appreciated. A quorum shall consist of a simple majority of the membership plus one officer.

Section 2
Attendance
1. Members are allowed 2 excused and 2 unexcused absences per semester.
   a. Excused Absence
      i. Written notice must be submitted to either the President or Secretary prior to the meeting
      ii. Exceptions to prior notice in cases of emergency deemed appropriate by President and Advisor
   b. Unexcused Absence
      i. Any missed meeting without notification.
2. Absences can be made-up through various volunteer opportunities as deemed acceptable by the Executive Board (i.e. extra seminars/exposures, extra community service hours, help in the office, etc.)

Article VII.
Officer Vacancies

Section 1

Removal of Officers

Any officer, excluding President and Vice-President, may be removed from office upon a 2/3 majority vote of all active members. In order for voting to take place at least 80% of active members must be present. The officer must be notified of the possible termination at least 72 hours prior to the vote. The officer will be allowed time before the vote to present his/her defense. Issues or concerns addressing the President or Vice-President can be discussed with the Advisor.

Section 2

Resignation

Officers no longer wishing to serve their position must submit their formal resignation to the Executive Board at least two weeks in advance. Prior to the officer’s final day, he/she shall provide all documents relating to the organization and brief his/her replacement of current projects in his/her care.

Section 3

Filling Vacant Officer Positions
In the event that an officer is removed or resigns, a majority vote will take place, in which at least 50% plus 1 of active members must be present. Prior to the voting, the member seeking office must write a brief essay and give a speech explaining their intentions and qualification for the position in question. Officer responsibilities will be explained by Advisor prior to voting. President and Vice-President will be an open application process with an interview by university committee determined by Advisor.

**Article VIII.**

**Advisor**

Section 1

The advisor of S.V.C. will be a full time professional staff member hired by the Texas A&M Corpus Christi Student Activities Office. The advisor will oversee the production of the organization and assist members with procedural matters. The advisor will act as the liaison between the student organization and the university administration. Finally, the advisor will give support to the group by being fully invested in the organization’s mission and vision.

**Article IX.**

**Finances**

The use of the S.V.C. Leadership budget is strictly for materials or events that are needed for the activities of the organization. At the beginning of each fiscal year, the Advisor will provide the members of the Executive Board with a predetermined budget as set by the Student Fee Advisory Board. All expenditures must be approved by the Advisor at least one week in advance. S.V.C. Leadership shall at no time use the organization’s funds for the purchase of alcoholic beverages.

**Article X.**

**Publications**

Any publications related to the organization (brochures, flyers, advertisements, etc.) must be approved by the S.V.C. President and Advisor. All publications of the organization must comply with the rules and regulations as set by University Center & Student Activities and must be approved by University Center & Student Activities prior to usage.

**Article XI.**
Executive Board Meetings

A quorum of half of the S.V.C officers plus the Advisor must be present to officially conduct and approve business. Executive Board will meet with advisor weekly. An emergency meeting may be requested at least 24 hours in advance by an officer of the Executive Board and approved by Advisor.

Article XII.

Amendments and Revision

This constitution can be amended at any time by a two-thirds vote of the active membership, subject to the approval of the Director of University Center & Student Activities or designee.

PROGRAMS
ASB
1. Site Leader(s)
   a. Attend the MANDATORY Site Leader training. Site Leaders who do not attend this full training will be ineligible for selection as Site Leaders of Alternative Spring Breaks advised by the University Center and Student Activities office.
   b. Maintain consistent communication with the S.V.C. Executive Board and Student Activities Coordinator throughout the course of planning the trip.
   c. Maintain consistent communication with my host agency.
   d. Advertise trip and recruit trip applicants.
   e. Participate in trip participant application and selection process.
   f. Attend S.V.C. meetings and give weekly reports.
   g. Accept responsibility for the financial management (i.e. planning fundraising events, creating trip budget, collecting money from participants) of my trip. What responsibility does this entail? Ultimately, professional staff is responsible for financial management of our programs/activities.
   h. Ensure an even application of selection criteria for my trip.
   i. Facilitate pre- and post-trip meetings, including a post-trip service experience.
   j. Ensure that all trip reports (budget, journal, evaluation, and photo album) are completed after the trip is over.
   k. Adhere to the regulations of Texas A&M University-Corpus Christi and the Student Activities Office as they relate to department travel.
   l. Have adequate time available to take on this time commitment.
m. Be dedicated to leading the group in fundraising (including grant application, personal involvement in group fundraising, and assistance with personal solicitations).

n. Be flexible, because sites, participants, and conditions may change beyond our control.

o. Lead ASB meetings and facilitate in Teambuilding activities.

p. Educate participants in the Service Learning objectives, as well as, the mission of S.V.C. and ASB.