

# SOUTHWESTERN UNIVERSITY: STUDENT FOUNDATION CONSTITUTION & BY-LAWS

As Amended: September 3, 2015

## **ARTICLE I – NAME**

The name of this organization shall be the Southwestern University Student Foundation, hereinafter referred to as Student Foundation.

## **ARTICLE II – PURPOSE**

In an effort to involve all Southwestern University students interested in the advancement and support of Southwestern University, the University established the Student Foundation, whose general purpose is to serve as a liaison between the student body and the University administration, to serve as a resource for Southwestern faculty and staff, and to enlist and motivate Southwestern University students to promote the welfare of the University.

Specifically, activities of the Student Foundation will be directed towards planning and participating in three major areas: Alumni and Parent Relations, Development and University Enrichment. Other activities may be introduced and incorporated as agreed upon by the Steering Committee and the administrative advisor(s). The Student Foundation will work closely with, and be advised by, the University Relations Office.

## **ARTICLE III – MEMBERSHIP**

- A. The Student Foundation will have no more than 40 members (including members of the Steering Committee). Senior members who are returning to Southwestern for one more semester may participate as a Student Foundation member, but will not be counted in the selection of total members.
- B. Qualifications
  - a. Members must be currently enrolled at Southwestern University.
  - b. Members must have a cumulative grade point average of 2.5. [NOTE: Through the Family Educational Rights and Privacy Act (FERPA), the adviser cannot see the GPA of members. Therefore, members who fall below this minimum are expected to voluntarily come forward.]
  - c. Members must have a commitment to the welfare of the University, leadership potential, effectiveness in meeting people, maturity and responsibility, and time to participate actively in the organization's activities.
- C. Responsibilities
  - a. Attendance
    - i. Members will be allowed two unexcused absences per semester from general meetings/committee meetings.
    - ii. Members will be allowed one unexcused absence from a University-related Student Foundation event (e.g., SING!, Homecoming, Straight Talk).
    - iii. Members must notify a member of the Steering Committee within 24 hours after the event has occurred for their absence from the meeting/event/activity to be excused, barring extenuating circumstances to be considered individually by the Steering Committee.
    - iv. Excused absences include illness, deaths of family or friends, class meetings, varsity athletics (including club sports), theater performances and necessary out-of-town functions (e.g., conference attendance).

- v. When a member exceeds the number of unexcused absences allowed, the Steering Committee will meet to review the situation and decide whether or not to remove the member. In case of a tie, the Student Foundation advisor(s) will be consulted.
- D. If a member's GPA drops below the required 2.5 at the end of any semester, he/she will remain inactive from the Student Foundation for one semester in order to raise the cumulative GPA to a minimum of 2.5 at which time he/she will be reinstated. [NOTE: Through the Family Educational Rights and Privacy Act (FERPA), the adviser cannot see the GPA of members. Therefore, members who fall below this minimum are expected to voluntarily come forward.]
- E. All members, with the exception of the Chair and Vice Chair, will serve on one of the Student Foundation committees. Committee assignments will be made by the Steering Committee who will take into consideration each member's preference.
- F. A Point System will help the Steering Committee accurately and fairly determine the commitment level of all members throughout a given academic year. (Refer to the Student Foundation Handbook for Point System details.)
- G. Membership Selection and Removal of Members
- a. Recruitment – Faculty, staff and current members will be asked to recommend students for membership. The application process will also be advertised campus-wide so that any interested student may apply.
  - b. Application – All interested students will be required to submit an application and a faculty/staff recommendation.
  - c. Interview – Members of the Interview Committee will interview all qualified applicants. The Interview Committee will be led by the Membership Chair of Student Foundation and include one other member of the Steering Committee and three Student Foundation members.
  - d. Approval – The Interview Committee will make recommendations to the Foundation-at-large for approval of new members by presenting a slate for which the Foundation will vote. A two-thirds majority vote is required to induct new members.
  - e. Members may be removed by the Steering Committee for failure to comply with Student Foundation responsibilities or regulations. Removal requires majority support of the Steering Committee and is subjected to approval by the adviser.
  - f. Members may resign at any time. Vacancies will not be filled until the following usual recruitment time.

#### **ARTICLE IV – MEETINGS**

- A. The Student Foundation will meet every other week at a designated time and place.
- B. The Chair may call additional meetings with the approval of the Steering Committee.
- C. A minimum of two days advance notice will be necessary for special meetings.

#### **ARTICLE V – STEERING COMMITTEE**

- A. The purpose of the Steering Committee will be to serve as the executive board of the Student Foundation and:
  - a. Provide leadership for all activities and projects of the Foundation.
  - b. Set goals for the Foundation and attempt to channel the individual and collective energy potential toward these goals.

- c. Delegate authority and responsibility to the respective committees to most effectively complete assigned projects.

## B. Qualifications

- a. Members must have been active Student Foundation members for one year before being eligible for a position as a member of the Steering Committee.
- b. Steering Members shall serve their term for one calendar year (January through December).

## C. Steering Committee Positions

- a. Chair – presides at meetings; oversees committee coordinators and assigns projects to committees; serves as a member of the Steering Committee; oversees the Foundation’s budget with the advisor; is responsible for the continuity, image, purpose and improvement of the Student Foundation structure and effectiveness; plans and executes the Steering Planning Meeting.
- b. Vice Chair – records minutes of general meetings and Steering Committee meetings; serves as member of Steering Committee; assists with overseeing the Foundation’s budget; is responsible for Student Foundation master calendar; handles securing of facilities when necessary for Foundation events; and is responsible for internal and external correspondence, including timely distribution of minutes and maintenance of documentation. In absence of the Chair, the Vice Chair will preside.
- c. Planning Coordinator – serves as the coordinator of the Planning Committee; serves as a member of the Steering Committee; collaborates with other Steering Coordinators. The major responsibility of the Planning Coordinator is to serve as a co-chair for the production of SING!; coordinates volunteers to assist at events for the Foundation and/or University.
- d. Membership Coordinator – serves as the coordinator of the Membership Committee, which is designed to recruit diverse and qualified members for Student Foundation; leads the Interview Committee for membership selection; work to keep members active and to maintain group cohesiveness; serves as a member of the Steering Committee; keeps the official attendance record for meetings and manages the Point System as outlined in the Student Foundation Handbook; collaborates with other Steering Coordinators.
- e. Public Relations Coordinator – coordinates and produces all publicity for Student Foundation and/or University events; serves as head of the Public Relations Committee; serves as a member of the Steering Committee; collaborates with other Steering Coordinators.

## D. Selection of the Steering Committee

- a. Nominations for Steering Committee Members will come from members of Student Foundation at a time designated by the current Steering Committee during the Fall semester.
- b. Nominations may also be turned in to the adviser outside of meetings.
- c. Members nominated may select one position for which to run.
- d. A slate of nominees will be presented to the Foundation for voting. All members, except the Chair, may vote in officer elections. The outgoing Chair may vote only in the case of a tie. A simple majority vote will rule.

## E. Resignation or Removal of Steering Committee Members

- a. Officers may resign at any time and will retain their membership in the Foundation.
- b. Officers must submit a formal resignation to the Student Foundation Adviser(s).
- c. Officers may be removed from office for one or more of the following reasons:

- i. Has missed more than three Steering Committee meetings in a given semester without providing a valid reason (see “Attendance” in Article III, Section C.a.).
- ii. Has missed more than two general Student Foundation meetings without providing a valid reason.
- iii. Is not fulfilling the responsibilities outlined in Article IV, Section C.
- d. The adviser will issue a written warning to the Steering Member who is at risk of removal.
- e. If there are valid grounds to remove a member of Steering, the remaining Steering Committee Members will vote on the removal and submit a recommendation to the adviser, who will then make the final decision.
- f. If a member of Steering is removed, he/she will return to membership status and a new Steering Member will be selected (as outlined in Article V, Section F).

F. Selection of a New Steering Member

- a. The Steering Committee will nominate a candidate from the Foundation who has the qualifications specified in Article IV, Section B, and will submit the nomination to the adviser for consideration.
- b. The adviser will approve or disapprove the appointment of the new Steering Committee Member.

**ARTICLE IX – AMENDMENTS**

- A. Amendments to the Constitution may be added after complying with the following:
  - a. A member of Student Foundation may submit in writing their proposed amendment to members of the Steering Committee and the adviser.
  - b. The Steering Committee will discuss the proposed amendment. A simple majority vote will determine if the proposed amendment can be taken to Student Foundation for final adoption.
  - c. A two-thirds majority vote will be required for the adoption of the proposed amendment.